**Q&A for vendors:**

1. Who oversees the vendor program at The Spot?
	1. Charles Ralston co-owner will be overseeing all vendors questions and concerns. His wife Lori does not oversee anything with the vendors except keeping track of who sold what. Charles can be reached via Facebook Messenger at The Spot, called at 928-324-6400 (this number does not have text message), or emailed at Info@thespotaz.com for questions and concerns.
2. How much are the shelves?
	1. The price per month is $35 for a month-to-month agreement, $25 a month if you commit to 3, 6 or 9 months, and $20 per month for a commitment of 12 months.
3. What size are the shelves for vendors?
	1. We are renting out shelving (appx 5’ x 16”) to vendors.
4. How many shelves can I rent?
	1. Vendors can rent up to 4 shelves at a time if available.
5. Do vendors get the full sale of their products?
	1. Yes, anything the vendor sales at The Spot, they get 100% of the profit.
6. What other fees do vendors need to pay?
	1. There are no other fees besides the monthly fee. We manage local city sales tax and all credit card processing fees.
7. Is a contract needed?
	1. Yes, a contract is sent to each vendor to review, sign, & return to The Spot.
8. After I turn in the contract do I have to start renting a shelf right away?
	1. Yes, The Spot will not hold a shelf for you months down the road. The vendor will have 1-2 weeks to set up their shelf/shelves or risk losing their shelf to another vendor on the wait list.
9. When can I drop off my items at The Spot once the contract is signed?
	1. The first time setting up the vendor’s shelf will be by appointment only given by Charles Ralston, the owner. Usually on every other Friday between 3:30pm-5pm or Saturdays between 10am-5pm.
10. What do I need to know before setting up my shelf?
11. Please make sure all items have prices, your assigned vendor code (provided by The Spot), a list of items you are selling & for how much so it can be turned into Lori so she can enter in The Spot’s system. Example: 10 necklaces $6-10, 12 baseball cards $5-$15, 6 rings $10-$20. For those that have vintage items you can list them individually on a piece of paper. Example: 1 crockpot $35, 1 cast iron skillet $50, 3 S&P shakers $5-$15, etc.
12. After the vendor’s shelf is set up, can the vendor come into the store and rearrange their shelves any time they want?
	1. Yes, as long whomever is running the cash register that day (usually Lori) is given an updated list of what items were removed or brought in so it can be updated in their system. Vendors can only come in to update their shelves during business hours.
13. What if one of my items does not fit on my assigned shelf? Can I use the floor?
	1. No, vendors must be able to fit all their items on their assigned shelves. If they want to sell something that does not fit on their shelf, they will need to consign that item with The Spot following The Spot’s current consignment policy.
14. What if I am a vendor and consignor at The Spot? Can I move items from my consignor list to my vendor shelf/shelves?
	1. No, the vendor will need to follow The Spot’s current consignment policy of keeping the item in the store for at least 90 days.
15. What if the vendor does not like their shelf location?
	1. The vendors currently in the store can waitlisted to have a higher or lower shelf if they let Charles know that they are interested in another shelf. If a shelf becomes available at The Spot, the vendors currently in the store will have first dibs on the shelf. There is currently a wait list for these desired shelves.
16. How does The Spot know who to pay for each item?
	1. Each vendor is responsible for pricing their items & on the tag they are to write an assigned code (Example: CR1) provided by The Spot on all their tags so it can be entered into their system.
17. When do the vendors get paid?
	1. All vendors are paid either via Venmo, pick up check in the store, or mailed (depending on Vendors choice) on the 1st Friday of every month.
18. Can’t vendors just be paid in cash?
	1. No, The Spot needs to have a paper trail showing The Spot paid them via check or Venmo.
19. Will The Spot list each item sold specifically when payment is made to the vendor?
	1. No, The Spot will provide a generic list to each vendor of what items were sold. Example: 3 necklaces for $50 total, 1 cast iron skillet for $35, 6 baseball cards $60 total, etc.
20. Will The Spot keep the vendors tags for the vendors to reuse?
	1. Yes, if the vendor requests this, The Spot can keep the vendors’ tags. Please make a note on the top of your contract so The Spot is aware.
21. When do I pay rent?
	1. Payments are due by the 15th of each month either via Venmo, dropping off money at The Spot, or mailing it to

The Spot
PO Box 1714
Eagar, AZ 85925

1. What happens if I rent a shelf halfway through the month, do I get a discount for that month? Example: I do not start as a vendor until February 13th.
	1. No, if you purchase a shelf on the 13th of the month, you will pay full price for that shelf for that specific month. There are no discounts provided if you start in the middle of the month or late in the month as a vendor.
2. Will there be vendors selling the same items at The Spot competing?
	1. The Spot will try to make sure there are vendors selling no duplicate items. There may be vendors that sell leather earrings and leather key chains and other vendors sell beaded earrings and shot gun key chains. That will be acceptable. If a vendor sells a variety of items which also includes jewelry that will be acceptable at the owner’s discretion. It will be up to the vendors as well to see what other vendors are selling and decide if they want to keep that item on their shelf if there are other vendors selling too many related items.
3. Will The Spot promote my items?
	1. Yes, The Spot will post the vendors items on Facebook and Instagram every so often, however, it is also up to the vendor to promote that their items are at The Spot as well. Because of the number of consignors and vendors at The Spot, we will not be posting vendors items every week.
4. What are the hours of The Spot?
	1. Jan/Feb – The Spot is open only on Fridays and Saturdays from 10am-5pm.

Mar-May The Spot is open Thursday 10am-2pm, Friday and Saturdays from 10am-5pm.

Jun-Aug The Spot is open Wednesday and Thursdays from 10am-2pm and Fridays and Saturdays from 10am-5pm.

Sept-Dec The Spot is open Thursday 10am-2pm, Friday and Saturdays from 10am-5pm.

1. What if I have a valuable item, is there a way to protect it?
	1. Yes, depending on the size The Spot does have a lockable display case that they use for their items that the vendor’s item may fit in if room is available. We do sell coins on Saturdays so only 1-2 items for Vendors is available.
2. Is The Spot responsible for damage or theft of my items?
	1. The Spot tries their best to provide security and protection for everyone’s items but cannot be responsible for vendors items. The store does have security cameras, but these are more of a deterrent than a guarantee against theft.
3. If the vendor wants to end their contract, how does that work?
	1. The vendor will give a week’s notice to the owners before the end of the month of the vendor’s contract. After their contract is up, a new vendor will replace them off the wait list. If the vendor changes their mind after advising the owners of The Spot, that vendor will be waitlisted if another vendor has already been assigned their shelf or shelves.