

The Speckled Sheep DBA
The Colored Coat
705 Olde Hickory Road
Lancaster Pa 17501
717-435-8728



Vendor Application

Application Process

1. Fill out this form and submit it to info@thecoloredcoat.com or bring it to the shop in person.
2. Set up a meeting to bring in samples of your product and briefly discuss your application. Week-End appointments are limited. We ask that you leave your samples with us to be reviewed by Jury.
3. We will let you know as soon as possible whether or not you have been accepted. Once accepted we will schedule a meeting to set up inventory and sign the contract.

Some things to know about vending at The Colored Coat:

- The Colored Coat was designed to help serious craftsmen/women move out of the show circuit and the struggle to get noticed on-line; and instead work towards a serious business plan of their own.
- All pricing is set by vendor.
- All vendors are responsible for submitting PA State Sales Tax collected for goods sold.
- Vendors are charged a monthly rental fee and commissions on goods sold based on 4 contract packages.
- Vendor Contracts are available for 12 month time periods. This allows The Colored Coat to best focus marketing recourses for your benefit and provides consistent customer exposure.
- Vendors are not required to work in the store, we have fulltime coverage in the shop with people who are knowledgeable and familiar with each vendor.
- All vendors are required to provide a bio that will be framed and displayed for customers to learn more about your passion for your work.
- All vendors are included on The Colored Coat website.
- The Colored Coat uses a unique product labeling system to identify and price all merchandise. We will meet with you to discuss how to inventory your specific items if accepted.
- The Colored Coat is responsible for arranging all displays in the store.

The following information is used to determine which artisans will be accepted as vendors at The Colored Coat. Aspects such as location, product, current retail venues, price range and more, will be evaluated at the time of application to ensure that a quality selection of unique handcrafted gifts is maintained in the store. If you are not accepted at this time it does not mean that you may not be a proper fit at another time; please apply again.

Company Name: _____

Key Contact: _____

Key Contact Phone: _____

Mailing Address: _____

Business Phone: _____

E-Mail: _____

Website: _____

Facebook: _____

PA Sales Tax Number: _____

How did you find out about our shop? _____

Current Retail Outlets:

- | | | |
|-----------------------------------|--|--------------------------------|
| <input type="radio"/> Etsy | <input type="radio"/> Brick and Mortar | <input type="radio"/> Facebook |
| <input type="radio"/> Craigslist | <input type="radio"/> _____ | <input type="radio"/> Other: |
| <input type="radio"/> Craft Shows | <input type="radio"/> Website | _____ |

In your current Retail Outlets how much product do you typically move? _____

What are your average gross sales/year? _____

What number, in gross sales, do you expect to see selling at the Colored Coat? _____

What retail outlet typically makes the most revenue for you? _____

Do you typically offer sales/deals/promotions when selling, if so please describe? _____

Do you plan to accept special orders? If yes we will discuss the particulars of your product and will create a special order form and procedure unique to your business. _____

Please answer the following questions with detail. These answers help us to better understand your product and your passion. If accepted these answers will also be used towards the building of the website and advertising ventures.

Description of Company:

Description of your Passion; what's your reason for doing what you do? Please keep in mind that the more we know about you the more excited about your product we can be and the more we can share with customers.

Description of Product (please list all items you would like to sell through The Colored Coat and include Prices):

Please include any photos or other documents that you feel would help explain your products and/or company when submitting this application.

Vendor Contract

This contract is between “The Speckled Sheep LLC” DBA “The Colored Coat” herein referred to as “The Colored Coat” and Vendor “_____” herein referred to as “vendor”.

Item Eligibility

- All items sold through The Colored Coat must be approved by a jury. Unapproved items will not be put on display.
- All Items are juried to protect vendor individuality and provide the best assortment of merchandise to our customers.
- Items of a similar craft but with unique design may be accepted provided style does not overlap with other vendor products.
- The Colored Coat is proud to offer a collection of Quality, Handmade items; a completed vendor application must be submitted with this signed contract.

Vendor Packages

All packages are annual. Early termination of a contract will result in a \$350 fine. All packages include:

- Basic listing on The Colored Coat Website – including company name/logo and brief description of product/company
- Regular promotion on The Colored Coat Facebook Page including product photos and planned events.
- Inclusion in any special promotions or events held by The Colored Coat – options for additional highlighted advertising may be offered.

Platinum Package:

- \$150 /month rent
- 20% of all sales retained by The Colored Coat

Gold Package:

- \$100 /month rent
- 25% of all sales retained by The Colored Coat

Silver Package:

- \$75 /month rent
- 35% of all sales retained by The Colored Coat

Bronze Package:

- 60% of all sales retained by The Colored Coat

All packages are designed to perform as a traditional brick and mortar business model, the variations allow you to best delegate your cash flow for your needs based on your particular product.

Rent Payment Terms:

- Pre Pay – OPTIONAL - 5% discount if paid within 10 days of contract being signed. Applies to Platinum and Gold Packages only.
 - Platinum Package – $(150 \times 12) - 5\% = \1710
 - Gold Package - $(100 \times 12) - 5\% = \1140
- Monthly – rent is due monthly, due date based on date contract is signed.
- Mail payments to 705 Olde Hickory Road Lancaster Pa 17601.
- Payments accepted - Check, Cash
 - Checks may be made payable to “The Colored Coat”
- Past Due Rent – Vendor Commission will be held until account is brought current.

Commission:

- Based on sales generated through The Colored Coat including special orders, on-line sales and in-store sales.
- Based on Net Sales less Sales Tax Collected.
- Commission will be direct deposited to vendor on the 15th of each month, or next business day, for the prior month’s sales (e.g. Sales collected between April 1st and April 30th will be deposited on May 15th)
 - You will need to provide a voided check for the account you wish to have funds deposited into.
- A sales statement will be e-mailed to vendor on the 15th.

Additional Advertising Opportunities

- Website highlight – premium listing on Home Page of Website with slide show of product. Open to 1 vendor a month. \$25 – pre-registration required
- E-mailed Newsletter – Highlight in store newsletter including product photo and description. Open to 3 vendors a month. \$25 – pre-registration required
- Meet the Artist Event – a weekend event where you can come in and provide samples, give demos, meet with customers and offer a special on your product. \$50 - No deadline to register but booking and advertising in advance is recommended.

Vendor Responsibilities

- Vendors must agree to honor all discounts promoted for the good of The Colored Coat including but not limited to: Loyalty Card, 1st time customer rack card, Best Kept Secrets Tour Coupon, Black Friday/Small Business Saturday discount, No discount over 10% will be given without notification to vendor. _____(initial)
- Vendor’s are responsible for maintaining appropriate stock quantities in store using monthly statements and manager notes as a guide.
- All items must be delivered to The Colored Coat with appropriately labeled price tags – Vendor #, Item Number and Price clearly listed on tag. Please consult The Colored Coat regarding Tagging.
- An accurate packing slip must be presented with each delivery from Vendor. This slip will be used to enter your items into our item library and will be used to track inventory. A template can be provided.
- Vendors must provide a 1 page flyer (8.5x11) for your company describing your business to be placed on display in the store. A sample template can be provided to you.

- Vendor is responsible for submitting all Sales Tax collected to the state of Pennsylvania. The Colored Coat will collect sales tax at the time of sale but will not submit Sales Tax collected on Vendor's behalf.

Important Notes

- All customer contact information collected through The Colored Coat belongs to The Colored Coat. E-mail lists and Mailing Lists will not be shared with vendors.
- Merchandise will not be displayed in booths or sections. All products will be displayed throughout the store in such a way that each vendor compliments another. There will be no formal inventory restrictions but The Colored Coat reserves the right to hold or refuse inventory for periods of time based on space availability.
- Vendors will receive a monthly newsletter discussing the events of the past month, changes or events coming up in the near future and "Manager's Notes" where we will provide feedback from customers, alert you of inventory shortages or make suggestions for product changes. While we cannot make guarantees, we have found that vendors who pay close attention to this feedback find greater success at The Colored Coat.
- Only your business has applied as a vendor at The Colored Coat. If accepted the promotion of other artisans and vendors through The Colored Coat is prohibited.
- Advertising will be approved by the staff of The Colored Coat. Item selection for ads/events will be based upon the fit of the product for the specific advertisement/event.

Package selection: (please check your selection)

- Platinum Package – Start Date:** _____
 - Pre-Pay rent y / n
- Gold Package – Start Date:** _____
 - Pre-Pay rent y / n
- Silver Package– Start Date:** _____
- Bronze Package – Start Date:** _____

By signing this contract I agree that I have read, understand and accept all vendor requirements. If I do not meet all of the requirements or conditions set forth above, I understand and accept that I will incur a breach of contract fine and expulsion from The Colored Coat.

Vendor Signature:

Date:
