

The Hen House

1189 Putnam Pike, Chepachet, RI 02814

Artisans - Farmers - Foodies

www.HenHouseOnMain@gmail.com

Welcome to The Hen House.

We are looking for everything local.

If you're an artisan looking for a place to show your beautiful work, this is
the place!

Store hours:

Saturday 10 - 5

Sunday 11 - 4

plus extended holiday hours & special events

List of Agreements & Understandings

Jury

To start the process of having your work juried for The Hen House, please visit www.henhouseonmain.com for the online application.

Once your application has been reviewed, we will reach out via email and set up a time for you to bring in a sample of your work for approval. Please bring a well rounded collection of your product line. Five pieces minimum.

Consignment

Once accepted, the consignee agrees to a 40/60 split of payment. 40% to store and 60% to artisan. Credit card fees will be deducted from your total daily sales.

There is a non-refundable membership/commitment fee of \$50

This is a one time fee unless the consignee vacates and then decides to return after 30 days.

A copy of your R.I. Sales permit needs to be on file and updated as needed. If you are not tax exempt, you need to add tax into your price. You are still responsible for filing your sales tax to the state.

Product Liability Insurance

Each signee must have their own liability insurance on their product.

Our suggested insurance carrier is Act Insurance. The pricing is \$99 for 90 days or \$249 year round coverage. This amount could have changed. The website is easy to use. This is not needed until you are accepted. <https://www.actinsurance.com/>

Once you have been accepted, you will need to sign up for your policy. The Hen House will need a copy of the policy. You are responsible for updating the policy as needed and keeping an updated copy on file here at The Hen House

Homeowners' insurance does not fulfill this requirement.

Monthly Payout

Payment for each month's sales will be mailed by the second week of the following month. Example: Consignees will receive a check for January sales by approximately February 15th. The first check does take the longest to process through electronic bill pay. These are electronic checks that send snail mail. You must cash within 90 days. After that time you will be charged a fee through the bank. Please let us know if your check is older than 90 days and we will be happy to send a new one, this helps avoid fees.

Inventory/Tags

Inventory must be signed in and out. You must individually label/tag all items coming into the shop with description, code and retail price. You can avoid descriptions, but it helps if tags somehow get switched.

Example: sunflower KGB 001 \$35.00 (description, your 3 initials, 3 number code and price).

Your Initials ___ ___ ___ for inventory purpose

Please do not remove items for shows.

Please fill an inventory sheet when you drop off products. Nothing fancy, just same info as on the tags. This we will keep and file.

Consignees are responsible for keeping track of inventory and knowing when they need to restock.

Other important information

Work that has not sold in a reasonable amount of time will need to be rotated out of the store and new work will be requested.

A 30 day notice is needed, before permanently ending your consignment with The Hen House.

Your items may be returned at any time if the contract has been broken. Items will be collected and removed by the artisan. Anything left 10 days after being asked to remove and vacate will become property of The Hen House.

Stock drop off must be accompanied by an inventory sheet with all items listed on that inventory sheet.

Stock drop off will be an hour before opening on Saturdays unless other arrangements have been made.

Keep up your stock, by checking weekly sales spreadsheets. These will be emailed after each weekend. This can take up to 1-3 days.

Work may be displayed in different locations within the store as The Hen House deems necessary. We work hard to present all work in the best possible way.

Name _____

Business name _____

Please print the name you'd like on the payout checks _____

Mailing address _____

Email _____

Phone number _____

The Hen House enters this Consignment Agreement with _____, and, as a condition of said agreement the consignee agrees to waive, release, absolve, indemnify and agree to hold harmless the owners of The Hen House of any and all claims arising from breakage, theft, damage caused by fire, water and all other elements. The Hen House will take all reasonable precautions to protect consignees work but will not be held responsible for acts not foreseen.

We strongly suggest that artists insure their products in case of any of the above, along with the required liability insurance.

Print Name _____

Signature _____ Date _____