

Artisan Contract Agreement

Thank you for choosing Artisan Alley to sell your handcrafted items.

Artisan Alley
226 E. Broadway Avenue
Hopewell, VA 23860
Contact: (804)898-1180

Business Name: _____ Contact Name: Tabitha Dubuque

Contact Number: _____

Address: _____ City: _____

Email Address: _____ Tax EIN (if applicable): _____

This agreement goes into effect on _____ by the Artisan and Artisan Alley.

The Artisan agrees to the sale of merchandise with Artisan Alley upon the following terms:

Financial

The Artisan has agreed to rent a ___ space for ___ per month. As well as a 15% commission to Artisan Alley on sales before tax.

It is recommended that Artisans provide their own display (owner approval required), however Artisan Alley has a limited number of displays that may be available for rent.

The Artisan agrees to pay _____ for the display space owned by Artisan Alley.

Each vendor will pay a ONE TIME ONLY account registration fee of \$25 to establish and maintain their account with Artisan Alley. This includes adding their information in our system as well as labeling merchandise with barcodes.

10' x 10'

5' x 5'

4' x 4'

3' x 3'

Wall space is limited (discuss with owner)

Smaller options (discuss with owner)

Any taxes should be paid by the Artisan to the municipality, while Artisan Alley will pay the VA State Sales Tax. This is a pass through tax.

The Artisan shall determine the retail price of all items being sold prior to delivering them to Artisan Alley. These prices along with item description and quantity shall be listed on the inventory sheet required at the time of delivery with items.

It is the responsibility of the Artisan to inform Artisan Alley of any changes in name, address, and telephone number.

Artisan Alley has from the 1st to the 5th business day of each month to print and mail checks to the address on file, unless you let us know that you will pick it up.

Rent will be deducted from the artisans sales for the month. If the artisan does not make enough money to cover the rent the artisan has until the 15th to mail a check, bring in the difference to the store, or pay the difference over the phone.

Any new artisan signing on to sell with Artisan Alley before the 15th of the month will pay a full month's rent. Anyone signing on after the 15th of the month will only be responsible to pay half of the month's rent.

Artisan Alley will email Artisans an individualized monthly report of inventory and sales. Please let us know if you would like this mailed instead.

Inventory

Any new items must be reviewed by the Artisan Alley Jury before they are brought to the store to be sold.

Artisan Alley has the right to refuse products if they disagree with the price or item. Our focus is hand crafted items, if you have items that are not handcrafted these should be discussed with the owner.

Artisans will be notified by a representative at Artisan Alley when inventory is running low.

*Additional items can be dropped off upon making an appointment and bringing a completed vendor inventory list.

Artisans are responsible for displays and signage of their products upon approval by Artisan Alley. Anything hung by the artisans is their responsibility. Artisan Alley will not be liable for anything that falls within a display or wall space.

If a vendor chooses to reclaim items from inventory, an appointment must be made prior to reclaiming items.

All merchandise remains the property of the Artisan. Artisan Alley will not be responsible for merchandise that is lost, stolen, or damaged. The Artisan shall maintain insurance coverage of items left in Artisan Alley to sell in the event of damage due to fire, water, theft, or otherwise.

Artisan Alley has the right to sell, donate or dispose of any product(s) or displays not removed by the Artisan after 30 days of notice to remove the product(s).

The Artisan may put their merchandise on sale at any time. However, it is the Artisans responsibility to provide signs, temporary marking on merchandise, and to notify Artisan Alley of the sale. Artisan Alley will honor the sale as long as there is signage posted. Artisans are responsible for removing sale signage.

All items brought to Artisan Alley are subject to photography posted on social media and used for advertisement.

The Artisan will not produce foul language, political or sexually identifiable language or racial gestures on any of their products.

Artisan Alley has the right to place each artisan, decorate, and arrange the spaces rented by the Artisans. The Artisan can provide input on how artisans items are arranged. Displays may be moved by Artisan Alley.

Artisan Alley or the Artisan may terminate a contract at the end of any given month due to lack of sales, etc. The Artisan must remove their products within the timeline indicated in the termination notice.

The artisan must pay their balance if they have one before inventory is removed from Artisan Alley.

Contracts may be updated and edited at the owners discretion.

I _____ have read the above terms and agree to the terms set forth above by my signature found below.

Signature _____

Date _____