

## Makers Market at Craft and Found Exchange

Space for local makers to sell their handmade crafts and handmade (non-food) products.

### Terms and Conditions:

- All product **must** be made locally by hand by the vendor or a household member
- This is not a space to sell antiques, items you purchased, or resale items from other stores. Craft and Found reserves the right to reject any product, for any reason.
- The “rental month” starts on the first Saturday of the month and finishes on the first Friday of the following month. (ex: Saturday May 3rd - Friday June 6th)
- Space is available to rent on a monthly basis, and rental is renewable up to 3 times per year (4 rental months per year). Additional renewals will be dependent on availability.
- The standard space available is a 22” x 14.5” x 11.5” shelf.
- Fee: a flat rate of \$20 monthly per shelf. You can rent up to 5 shelves per month.
- No commission or percentage of sales will be retained by Craft and Found Exchange; all sales proceeds of your product are yours. The only cost to you is the shelf rental fee.
- While this is the standard space and fee, please contact Brittany if you are looking for a smaller or larger space.
- Vendors are responsible for providing product, display materials, and pricing their items.
- Vendors will receive a check after the last day of the rental month equal to the proceeds of any product sold.
- The recorded sales in the shop inventory POS system (Square) will be the final indicator of what your sales proceeds are. If this varies from what you believe you have for inventory, the POS sales history will be the measure used.
- Vendors are encouraged to check in at least twice a month to restock as needed.
- Vendors are expected to remove remaining product and display materials at the end of the rental month, unless you are retaining the space for another month.
- You can set up your product on the first day of the rental month. Product should be removed by the last day of the rental month of your last month.
- Rental fee includes at least one social media post promoting your product on Craft and Found social media, inclusion on our “Makers Market” page of our website, and mention in the Craft and Found email newsletter.

Vendor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Size of Rental Space: \_\_\_\_\_ Term of Rental: \_\_\_\_\_

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Shop Signature: \_\_\_\_\_ POS Code: \_\_\_\_\_