

## NeighborGoods Vendor Contract & Contact Information

NeighborGoods is not responsible for any broken or missing items.

NeighborGoods will take steps to protect your product- such as locking gates and surveillance cameras.

NeighborGoods reserves the right to decline items for sale in the store for any reason.

NeighborGoods reserves the right to return any or all items to the vendor for any reason.

Vendors will each be assigned a vendor number. If your preferred number is already taken, you will be notified.

Vendors are responsible for providing their own tags & tagging their own product.

Type of tag is the vendor's choice- but must contain their vendor number, short product description, and price of item.

Tag type should be appropriate to the type of product being sold. Stickers, tags with string, or tags safety pinned to products are samples of ways to tag products.

Untagged merchandise will not be sold.

NeighborGoods will only be tracking sold merchandise.

Vendors are responsible for tracking their own inventory.

Commission rate 20%. Commission rate is 35% if not volunteering for the organization.

\$20 space fee per month pre-paid quarterly (\$60 per quarter). Paid by the 5th of the month for the start of the quarter. (January 5, April 5, July 5, October 5). Vendor fees not paid will have product pulled from display in the store.

Volunteering is a component of the store model- 1 day minimum per month if working alone. 2 days per month if working with a partner.

Vendor signature \_\_\_\_\_ Date \_\_\_\_\_

NeighborGoods representative signature \_\_\_\_\_ Date \_\_\_\_\_

Quarterly space fee paid (\$60) \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

### Vendor contact information

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

W-9 completed \_\_\_\_\_ Preferred Vendor Number \_\_\_\_\_

Type of products made: \_\_\_\_\_

Do you have "On Call Short Notice" availability to work at store \_\_\_\_\_ Yes \_\_\_\_\_ No