



## Mesquite Mercantile Vendor Contract

Vendor Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Vendor Code \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Multi-Level Marketing Representative:

by signing here, I acknowledge that I am a representative for \_\_\_\_\_  
and my ID number is \_\_\_\_\_ and that I am exempt from the insurance requirement.

WELCOME! We're glad you have chosen us to help you sell your products. We are very excited to offer you this opportunity and wish you success in growing your business. But first some rules...

ALL MERCHANDISE MUST BE JURIED/APPROVED. Merchandise may be dropped off for jurying anytime during normal business hours or you may make an appointment on Friday afternoons from 1-3 pm. You will be notified of the results on the Monday following receipt of merchandise. If dropped off on Saturday or Sunday products will be juried on the next Friday and notification will be the following Monday. Please do not be offended if your products are not selected, as we are looking for specific items when we do our jury process, that will keep with the overall theme of the store. We may also limit the number of items that you may bring in at a time to allow for a variety of products and vendors.

Contracts are for 3-month blocks – meaning you must leave your merchandise for 3 months and all future renewals will be for another 3 months. Vendor fee will be charged at \$75 per month - \$225.00 for the three-month block plus 15% of sales, for bank and accounting fees.

We also require vendors to work at the store a minimum of 2 days per month as additional, unpaid eyes and ears. If unable to do this, you will be assessed a \$50.00 per day fee (\$100.00 for your 2-day commitment) to cover the payroll of additional staffing of the storefront.

Fees for the first 3 months must be paid in full at the time of contract signing. Future rents will be due at the time of your contract renewal for the next 3-month block. There will be a \$50 late fee if not received by the 5<sup>th</sup> and your merchandise will be placed into storage until fees are paid in full. Rents will be prorated for those moving in mid-month. There are no refunds for partial months, and 30 days' notice is required for vendors moving out to allow us time to collect and account for your merchandise and have it ready for you to pick up. Merchandise MAY NOT be removed for other events or traded out without prior approval by the store owner.

It is **REQUIRED** for your protection and that of the store, that all vendors obtain their own insurance for damages, product liability, etc. This insurance is available thru a variety of companies. Act Insurance Company has a 90 day and full-year coverage at a very reasonable cost. A copy of this policy is required with your contract and must be maintained in your records at the store prior to your



products being placed on the floor for sale. We will not be responsible for ANY theft, damages, illness, injuries, or death related to the vendors participation in any way.

If you are only a representative for a multi-level marketing company such as doTERRA, Mary Kay, etc. you are exempt from this requirement.

All vendors will be issued an ID Code. This code along with the price of your item must be attached to your product using a 1-inch string tag. Absolutely no stickers, product must be packaged in a way that the proper tag can be attached. Certain exceptions will be addressed individually (IE. books, etc.). We need to be able to remove the tag to account for the sale and assist in bookkeeping.

Payment of vendor sales will be mailed to the vendor within 2 weeks of the end of the month, minus the 15% bank and accounting fee or commissions. All sales will be handled thru a central cash register, by paid associates and we will collect and pay all sales taxes.

In order to offer the customer a variety of products, we are requiring that ALL PRODUCTS be listed on your contract and approved. Commercial items will be accepted on a limited basis.

Food items are welcome. Product must be prepackaged and properly labeled with ingredients as required per county and state regulations. Copy of your state and county food certifications are required and must be included with your contract. A "best by" or "use by" date is requested to ensure freshness/quality of goods, particularly on baked goods.

Vendors may supply their own display items, which will also be subject to approval. Be sure that your name is on the fixture in a discreet location.

Other opportunities may be available based on the type of merchandise or business and will be entertained on a case-by-case basis only.

Vendor Acceptance \_\_\_\_\_  
Initials of Manager \_\_\_\_\_  
Date \_\_\_\_\_  
First Renewal Date \_\_\_\_\_

Type of Vendor  
Standard \_\_\_\_\_  
20/25 \_\_\_\_\_  
RSPS \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_