



## Mesquite Mercantile Vendor Contract

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- this allows us to offer the customer a variety of products. Absolutely nothing political or potentially offensive to the average person. 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 reserve the right to limit the number of products you bring in at a time to allow for a variety of products and vendors, as well as space limitations. Please make appointments for jurying directly with the store owner (Arlette Mendenhall) at 520-678-4852, and leave a message as she does work full time outside of the store.

FEES – 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 25% of sales, for bank and accounting fees.

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, and will be due on the 1<sup>st</sup> or 15<sup>th</sup> of the month based on the date of your original contract. If not paid within 5 days of this date, there will be a \$50 late fee and your merchandise will be placed into storage until paid in full. If fees are not paid or merchandise removed within 60 days of original due date, merchandise will be considered abandoned and become the property of Mesquite Mercantile. If you will not be renewing, 30 days notice is required to allow us time to collect and account for your merchandise and have it ready for you to pick up. There are NO REFUNDS for early move out or partial months.

Merchandise MAY NOT be removed for other events. Vendors MAY NOT put out their own merchandise, even if it has already been approved. If you wish to rotate product, it must first be approved by the store owner.

Mesquite Mercantile will not be responsible for ANY theft, damages, illness, injuries or death related to the vendors participation in any way. We reserve the right to cancel your contract and ask you to leave at any time, **for any reason**. If this should happen mid contract, there will be no refunds for any months remaining on the contract.

All vendors will be issued an ID Code. This code along with the price (you set your own prices) of your item must be attached to your product using a 1 inch string tag. Absolutely no stickers or tape, product must be packaged in a way that the proper tag can be attached. If you will be using your own inventory numbers, please put these on the back so that the numbers are not confused with the vendor code. 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. Tags are returned to the vendor and are available for pick up at the store 2 weeks after the end of the month once checks have been processed.

Payment of vendor sales will be mailed to the vendor within two weeks of the end of the month, minus the 20% accounting fee. All sales are handled thru a central cash register, by paid associates with sales taxes collected and paid by Mesquite Mercantile.

Food items are welcome. Products must be pre-packaged 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 buy" 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 or ID number is on the fixture in a discreet location.

Other opportunities may be available based on the type of merchandise or business, as well as limited commercial items may be entertained on a case by case basis only.

Vendor Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

I have read and agree to the above.

Signature \_\_\_\_\_ date \_\_\_\_\_

Vendor ID # \_\_\_\_\_ Next due date \_\_\_\_\_

Type of Vendor

Standard \_\_\_\_\_

RSPS \_\_\_\_\_