

# CONSIGNMENT AGREEMENT

We are honored that you are considering to place your handmade items with us! Just a few things you should know before you decide:

**About us:** We are a brick and mortar location with highway visibility and have been in business at this location for 10 years. We specialize in landscaping, hardscaping, basically anything to do with the outdoors. Inside our 2,000 sq. ft. shop we also carry unique gift items which we would like to expend on with an artist's touch! That's where you creative crafters come in! We have foot traffic throughout the year and customers are always excited to come in and see "what's new"! We are open Monday thru Friday 8-5 Saturday 8-4 and Sunday 8-2 from April to mid-July then we close at 2 on Saturdays and completely on Sundays. Our winter hours from November to March are Monday- Friday 9-4. We are members of the local Chamber of Commerce and Rotary. We advertise in the Leader 2 times a month. We also have a couple of billboards (we're sure you have noticed; they are kinda big lol).

**What we are looking for:** We are interested in giving local crafters a place to display and sell their high quality homemade, handcrafted items on a consignment basis. All items must be approved before placement. We have the right to refuse any items. A lot goes into adding new vendors. First, we look at the quality of the product. Then we check to make sure we do not have another vendor in the store who makes the same item. We try not to duplicate products. We also consider your price point to see if we think it will sell in our market.

**Now down to business:** Upon approval of your items, we will do a 60/40 split, 60 to the artist and 40 to Bi-State. That's it, there is no monthly charge and no rental space! It's a win/win situation for both parties! You will be paid monthly by check. You are responsible for reporting income and tax information to the proper authorities. If your items do not sell in 6 month(s) we will mark it down by \_\_\_% as agreed upon by both parties and if after 3 additional months after mark down, if there are still no sales, you will need to reclaim your items.

**The Nitty Gritty:** We are not responsible for theft or damages to your items. From one crafter to another, we completely understand how much time and hard work is involved in the completion of your masterpiece. We will do our very best to ensure the safety of your item, however, accidents can occur.

We are not responsible for the maintenance and/ or inventory: i.e. Cleaning, placement, or the inventory of your item. (When we clean the store front we will be happy to dust over your item and will try to help you with keeping inventory. However, you will need to come in periodically to check on your items).

We are excited to start a new business relationship with you and look forward to working together to bring both of our businesses to new heights. Don't forget to let your current customers and/ or potential customers know that you have items available at our location so that they can see them in person. If you have any questions, please feel free to contact Dana at: [danas@bi-stateservices.com](mailto:danas@bi-stateservices.com)

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Name:

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Store/Business Name:

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Email: Phone:

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Tells us about yourself! We want to know all about what you create and/or sell. This will help us introduce you on our social media page and our website!

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Are you on social media? We would like to check out your pages for more visuals!

Facebook: Instagram:

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Other:

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Sign: Date:

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We will get back to you as soon as possible about our availability. Depending on how much space we currently have, you may be placed on our waiting list to join.

Thanks again for your interest in Bi-State's Marketplace! Return your agreement to our front desk or email it to us at [danas@bi-stateservices.com](mailto:danas@bi-stateservices.com). We would love to see pictures of your merchandise, so feel free to bring them in or email them along with your application. Have a creative day!

Thanks,

The Bi-State Team