

Made Local Marketplace Consignment Agreement

\$50 annual
pd _____

Date: ____/____/____ Consignment End Date ____/____/____

Name: _____

Business: _____

Phone: _____

Email: _____

Website: _____

Address: _____

City: _____ Zip: _____

Items you make: _____

Where else do you sell? _____

How did you hear about us? _____



A project of



529 4th Street
Santa Rosa, CA 95401
madelocalmarketplace.com
707-583-7667
info@madelocalmarketplace.com

Made Local Marketplace Terms

1. GENERAL: Fifty percent (50%) of the sale proceeds before taxes of each item shall be paid to _____.
2. LIABILITY: Made Local Marketplace/Local Works assumes no liability for the loss or destruction of any item.
3. DURATION and RENEWABILITY: Consignment length is 90 days. This Consignment Agreement is renewable at the discretion of the Made Local Marketplace.
4. All unsold pieces must be retrieved within one month from the end date of consignment. All unsold consignments not picked up within two months from the end date of consignment, WITHOUT FURTHER NOTICE, automatically become property of Made Local Marketplace/Local Works.
5. REDUCTIONS: Prices may be reduced at the discretion of _____.
6. CONSIGNMENT PAYMENT WILL BE VOIDED 180 DAYS (6 months) AFTER ISSUANCE DATE. No exceptions.
7. CONSIGNMENT PAYMENT: Checks are issued monthly on the 15th for the prior whole month. Please come into the Marketplace to pick up your check. Payments under \$10 will be paid in cash.
8. RECORD KEEPING AND FOLLOW UP CALLS: It is the responsibility of the seller to maintain all records of consignments and visit the store at least once a month to pick up payments, pickup items for rotation out of the store, etc.
9. I understand that occasionally my product may be taken to events for promotional purposes.
10. The Made Local Marketplace is a DBA of Local Works, Flexible Purpose Corporation (FPC). Payment & checks may be issued under the name, Local Works FPC or Made Local Marketplace.
11. In the case of any dispute, _____ agrees to mediated conflict resolution.
12. I understand that there is an annual vendor fee of \$50 and that this rate is subject to change.
13. The Made Local Marketplace reserves the right to select items for the store and deny sale of items for any reason. Not all items may be selected for sale in the store.

I have read and understand the above terms.

Date: _____ Signed: _____

over
c 2020 Made Local Marketplace
& Local Works FPC

Made Local Marketplace Consignment Rules and Procedures

1. Prepare an inventory list with quantity, item description and pricing for your own use.
2. Use **removable** stickers or tags to mark each item with:
 - A. **vendor code** _____ (**assigned by Made Local Marketplace**)
 - B. **price**
 - C. **item code (optional -- for your tracking purposes, not ours)**
 - D. **description (optional -- for your tracking purposes, not ours)**
3. We will track your sales in one lump sum on a monthly basis.
4. When items are sold, we will remove stickers and keep them on your inventory form.
5. If asked, we will provide a copy of your inventory form with your monthly payment for sales.
6. The description on your sticker will be how you track items sold.
7. Payment will be 50% of total sales before sales tax.
8. Consignment rate is subject to change and you will be notified prior to change.
9. Payment for previous month's sales will be available at the Marketplace on or after the 15th of the following month.
10. You are responsible for working with the Made Local Marketplace staff in setting up your display to make items as saleable as possible.
11. Please bring in stands, props or other items to enhance your products.
12. Clearly mark all your display props with your name and include on your inventory sheet.
13. We will move items around to accommodate other makers and keep the Marketplace "fresh".
14. Please do not get upset with us as we try to make space and support the larger maker community.
15. You are welcome to come in during store hours or by appointment to check inventory, restock and refresh.

I have read and understand the above rules and procedures.

Date: _____ Signed: _____

Help the MadeLocal Marketplace THRIVE!

Please help us make the Marketplace as successful as possible.

We are here to support you, the entire Sonoma County maker community and local jobs.

Here are some ways you can help...

- * Tell all your friends that your products are for sale at the Made Local Marketplace!
- * Use the power of social networking -- facebook frequently, send email reminders to your lists.
- * Use the Made Local Marketplace logo on your website, in brochures, on business cards, etc.
- * Hand out Made Local Marketplace business cards -- put your sticker on the back.
- * Shop here yourself -- we'll try to have a variety of useful everyday, specialty and gift items.
- * Tell other makers -- let's drive demand for locally-made products.
- * Don't complain without a willingness to pitch in and make things better -- we love help.

I pledge to support the Made Local Marketplace however I can.

Date: _____ Signed: _____

Thank you!