

VENDOR NAME: _____

VENDOR # _____



Steel Goat Marketplace Vendor Agreement

200 Jefferson Road, Penn Hills, PA 15235 412-576-8652

shoplocal@steelgoatmarket.com www.steelgoatmarket.com

The undersigned desires to become a vendor at Steel Goat Marketplace under the following terms and conditions:

1. Monthly rent (running the 1st- 30th/31st of each month) is based on the size and placement in the market. Monthly rental fees are handled online through Azibo and will be a recurring charge on the 1st of every month. Vendors will be invited to set up an Azibo account via email. If a vendor declines to set up recurring payments he or she will be responsible for paying monthly rent on the 1st of each month. Payments may be made by cash, check, or credit card. Credit card payments will be assessed with a 3% fee. If rental payments are not received by the 5th day of the month, no paycheck will be issued until the payment is received. If payment has not been received by the 15th day of the month, an additional \$25 fee will be added to the delinquent vendor account. If rent is not paid after 30 days, the vendor will be removed from the market and the remaining inventory will become property of the Steel Goat Marketplace and will be sold to recover the unpaid rent.

Your monthly rent payment is _____. A security deposit equal to your first month's rent of _____ is due upon move in date. Total amount due on move in date _____.
(The security deposit covers any damages to the space, or any fees that Steel Goat Marketplace will incur after a vendor moves out. Example: repairing damage to walls and/or floors, removal of furniture and/or inventory, and any other costs to Steel Goat Marketplace as a result of vendor damage to the property. The security deposit will be returned following inspection of the space once the vendor has moved out, and it will be included in the final paycheck/statement).

2. Steel Goat Marketplace maintains a Pennsylvania Business License and a sales tax certificate. To assist in insuring compliance with state and local laws, our staff will complete ALL sales transactions and collect/pay all sales tax. A commission currently set at 17% will be charged to each vendor as a handling fee. This fee will be paid in addition to monthly rent. Sales will be maintained on our point of sale system (consignor access software) where vendors can view their sales and track their progress. Net proceeds (sales less handling fee) will be paid on the 5th of each month.

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Sale of merchandise will begin ONLY following the set up of monthly rent payments- **N/A the new system will be in place for January 1, 2024 rental payments. SALES BEGIN UPON SET UP**

3. Steel Goat Marketplace will not be responsible for damaged or stolen merchandise. Security cameras are positioned throughout the market, but vendors are welcome to provide additional security cameras within their space. NO audio recording is permitted.
4. Steel Goat Marketplace has permission to move vendor spaces and displays at any time. The initial location of a vendor space can and will change as deemed necessary by management. Vendor will be notified when relocated. All displays and merchandise must be approved by management.
5. Vendors must contain ALL their respective merchandise within their designated paid area. This includes during stocking/rearranging vendor spaces. Do NOT block other vendor spaces, aisles, or displays. Be courteous to neighboring vendors by always keeping their spaces clear of your merchandise. Management reserves the right to remove a vendor's merchandise that is not within its assigned space. Steel Goat Marketplace will NOT store vendor items.
6. Your vendor number is _____. Vendors are responsible for CLEARLY pricing each individual item placed for sale. If a tag is missing, illegible, or does not contain a price and vendor number, the sale will NOT be made. If an item is unable to be identified, it will be placed in a holding area to be claimed. If an item is not claimed within 30 days, it becomes property of Steel Goat Marketplace.
7. All vendors must pick up and cash paychecks within 60 days. If a check is not cashed following 60 days from the issue date, it will be forfeited to Steel Goat Marketplace.
8. All vendor merchandise MUST be approved prior to placement in vendor booths. Under no circumstance can a vendor sell merchandise that is not listed on this agreement or was not pre-approved prior to admittance into the market. For example, if you are a jewelry vendor, you must see management if you would like to offer merchandise other than jewelry.
9. If offering a discount or sale, you must notify Steel Goat Marketplace so that sale details can be entered into the POS system. If offering a discount, it must apply to ALL items in your booth. If you choose to discount individual items, you must clearly mark each individual tag with the sale price.
10. Vendors that earn \$600 or more in a calendar year will receive a 1099 for income tax reporting. By law, 1099 information is filed to the IRS by Steel Goat Marketplace.
11. Vendors are required to maintain and restock their assigned areas at least once per month (twice is preferable) Restocking is permitted during regular business hours EXCLUDING event days. Maintenance of a vendor space includes dusting, sweeping, ensuring all tags are secure on products, rotating products, and creating an aesthetically pleasing display.

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12. Steel Goat Marketplace is not liable for damages or loss of vendor merchandise. In the event of a natural disaster, including fire or flood, vendors are responsible for their own inventory. Under no circumstances is vendor merchandise the responsibility of Steel Goat Marketplace. Vendors may choose to purchase insurance to cover their inventory. If you choose NOT to insure your merchandise and agree that it is the sole responsibility of the vendor, please print your name in the box below.

I _____ agree that I am solely responsible for all inventory/merchandise in the event of a natural disaster including fire or flood. I also agree that Steel Goat Marketplace will not be responsible for the loss of my merchandise under any circumstances.

Vendor Information:

Name(s): _____

Address: _____

Phone Number(s) _____

Email Address: _____

Type of merchandise: _____

I _____ have been issued vendor # _____ on (date) _____. I understand that this agreement can be terminated or altered by management at any time for any reason. Following approval for permanent space, this contract will remain in effect until further notice.

By signing, you agree to all terms and conditions above.

Vendor Signature

Second vendor signature (if any)