



## Steel Goat Standards: A Guide to Becoming a Successful Vendor

Vendors at Steel Goat Marketplace are a collaborative that work together to succeed.

Below outlines the requirements for vendors at Steel Goat Marketplace. Please read each statement and initial it upon completion.

\_\_\_\_\_ I understand that I am the owner of my own business within the walls of Steel Goat Marketplace. I agree to rotate stock at least once per month in my space, and keep the area neat and clean. This includes dusting and vacuuming my space.

\_\_\_\_\_ I understand that my goal is to meet and/or exceed sales equal to my monthly rent. If I am unable to reach this goal, my permanent vendor space could be terminated.

\_\_\_\_\_ I understand that my monthly rent is due on or before the 1<sup>st</sup> day of each month. If I fail to pay rent before the 5<sup>th</sup> day of the month, I will not receive my paycheck until the payment has been made. If I fail to pay before the 15<sup>th</sup> day of the month, I will be charged a \$25 fee. I also understand that if rent is not paid after 30 days, I will be removed from the market and my merchandise will be the property of Steel Goat Marketplace and be sold to cover unpaid rent.

\_\_\_\_\_ I understand that I will be responsible for setting up a free account with Azibo where I can schedule automatic monthly rent payments. If I choose not to use this platform, I am responsible for paying rent on or before the 1<sup>st</sup> day of each month via cash, check, or credit card. (Credit card payments will be assessed a 3% fee)

\_\_\_\_\_ I understand that I forfeit my paycheck if I do not pick it up within 60 days of its issue date.

\_\_\_\_\_ **I understand that vendors can not congregate in the upper-level checkout area. Staff must be focused on customer service for YOUR potential buyers, and not engaged in lengthy conversations.**

\_\_\_\_\_ I understand that I will benefit from the marketing and advertising done by Steel Goat Marketplace, but I am responsible to advertise my individual business to increase sales. Our marketing strategist is willing to assist, but his primary focus is to promote the Steel Goat as a whole. Each vendor must do their part to advertise their own business.

\_\_\_\_\_ I understand that changes to rent and/or commission can change at any time with a minimum of 15 days written notice.

\_\_\_\_\_ I understand that I MUST give a 30-day written notice before moving out. Failure to give notice forfeits my security deposit. If I am a vendor that moved in prior to the requirement of a security deposit, I understand that failure to give a 30 day notice will result in being charged one-month's rent.

\_\_\_\_\_ I understand that if I have a sale at my space, I am responsible for sale signage. If I choose to have Steel Goat Marketplace create my sale signs, I will be charged \$10.

\_\_\_\_\_ I understand that my display, including furniture pieces etc., is my responsibility. Steel Goat Marketplace may have available shelving etc., but there is no guarantee that display pieces will be provided. Any display pieces are loaned and remain property of Steel Goat Marketplace. Any furniture pieces brought in by the vendor MUST have a name on it to avoid confusion regarding what property belongs to the vendor.

\_\_\_\_\_ I understand that an appointment is necessary if I require assistance with set up of displays.

\_\_\_\_\_ I understand I will receive access to the point-of-sale software, (consignor access) which provides access to view sales in real-time.

\_\_\_\_\_ I understand that under no circumstances should vendors speak negatively to other

vendors, or about other vendors. **We are a drama-free zone.**

\_\_\_\_\_ I understand that Darcy Kennedy and staff cannot solve a problem unless they are aware of it. Do not hesitate to reach out to schedule an appointment to meet with Darcy Kennedy. Please email [shoplocal@steelgoatmarket](mailto:shoplocal@steelgoatmarket) to schedule an appointment to meet with her.

\_\_\_\_\_ I understand that if I choose to use display pieces, hangers etc. that I will mark them with my vendor's name and number. If hangers do not have the vendor identification on them, Steel Goat Marketplace is not responsible.

\_\_\_\_\_ I understand that although it is NOT a requirement to volunteer during special events, that it is encouraged to be involved. Events are scheduled to create customer flow for YOUR business and customers like to meet the artist/crafter/seller. Being on site to meet your customers is beneficial to your business. All events are posted on the website.

By signing this document, you agree to all terms and conditions above:

\_\_\_\_\_

**Vendor Signature**

