



Vendor Packet



Vendor Requirements



We are so excited that you are interested in becoming a vendor at Market on Main. Our mission is to showcase the extensive talent that is in our community and to help local small businesses have a place to shine. We want to make it easy for people to shop local and are honored that you are interested in being part of this journey with us. Prior to signing the Vendor Contract, please review all of the information in this packet. By signing the contract you are agreeing to all of the terms listed in the next few pages.

Booth Rental Terms

The rental agreement is for 6 months, **with the first month's rent and a deposit due at time of signing, this is non negotiable.**

Non-Edible Vendors:

Booth sizes and pricing: (see graphic on last 2 pages)

- *Large Booth Space (4' x 2' x 6')*: \$80 a month for a 6 month lease
- *Mid Size Booth Space (4' x 4' x 1')*: \$65 a month for a 6 month lease
- *Small Basket Space*: \$50 a month for a 6 month lease
- *Small Hanging Basket Space*: \$40 a month for a 6 month lease
- *Small Booth space (2' x 2' x 6')*: \$40 a month for a 6 month lease (This would be half of a full size booth or two grid walls)
- *4 foot wall space*: \$35 a month for a 6 month lease
- *8 foot wall space*: \$65 a month for a 6 month lease
- *24" table top space*: \$25 a month for a 6 month lease
- ** pricing can be given for odd shaped booth spaces on request to store management

Edible Vendors:

Booth sizes and pricing:

- 3' x 15" x 3' shelving unit: \$65 a month for a 6 month lease
- 3' x 2' table top space: \$55 a month for a 6 month lease
- Shelf in the refrigerated unit: \$25 a month for a 6 month lease
- Entire small refrigerated unit: \$55 a month for a 6 month lease
- ** pricing can be given for odd shaped booth spaces on request to store management

All food vendors selling food through Market on Main must have a cottage kitchen license and be able to provide a copy of cottage licensing to the Market for our files. If a vendor does not have cottage licensing - we offer pop up space on Saturdays for a fee of \$25 for the hours of 11-2. Vendors doing pop ups must accept payment directly from consumers for their pop up items and plan on being present the whole time. Our kitchen is a licensed commercial kitchen and available for rental as an added option for those wanting to sell their items in multiple locations. All food vendors including pop ups are responsible for making sure they are compliant with all agencies.

Rent is due the **1st of each month** and each vendor will receive a check for the sales from the previous month on the 15th of the month. If Market on Main does not receive rent by the 15th of the month, a late fee of \$15 will be assigned and Market on Main will not release funds until the account is current. A thirty day notice is required if a vendor chooses not to renew their contract at the end of their contract. If a vendor gives notice before their contract term ends, the Market will retain the security deposit.



Commission & Sales Tax

Along with the monthly booth rental fee, Market on Main will collect an 13% commission on all goods sold. This will be deducted prior to the payout to each vendor on the 15th of the month. Market on Main will collect sales tax at point of sale and report it as a whole. Each vendor upon request will be given a certificate of exemption for their records. This certificate will show that you are exempt from paying sales tax.

Tax Information

The vendor is not responsible for reporting sales tax, however, each vendor is responsible for reporting accurate revenue to the IRS.

Required Information

Market on Main will need the following from each vendor within one week of signing the contract:

1. Company logo in jpeg or png format.
2. URL for website, if applicable, and all social media links.
3. Product list with price.

Booth Upkeep

It is the responsibility of each vendor to keep their booth organized and stocked. Market on Main will notify a vendor if they notice stock getting low, but they suggest that each vendor stop in once a week to tend to their booth. We require vendors to come in and check on their space.

Consumers notice neglected booths, and it does not read well for vendor or the market when spaces are empty or unkept

Product Tagging

Each vendor is responsible for tagging their products with their brand. Market on Main will provide barcodes for vendor items. If you need more barcode labels for your product, please coordinate with Danni (435-828-2440) or Trisha (801-787-9550). Our employees do not have the capability of adding new product and we like to know when new product is coming in - as store manager and owner, this responsibility lies with us.

Inventory



Because of the unique nature of the market, and the many vendors it houses - we ask vendors to keep track of their own inventory. We commit to sending alerts when your stock is low. You will also be sent a link to access the Consignable app that will allow you to track all your sales and provide you with sales reports. As a vendor, it is your responsibility to track your items. This includes coming in regularly to check your stock. The market is not responsible for keeping an inventory for your space. The Market is not held liable for any damaged or lost items. We highly recommend to all vendors to carry business insurance in the case of loss or damage. The Market holds a general liability policy, however this policy does not cover product brought into the store - only the space and display units.

At the market we love holding a diverse array of products and items. As we consider who to bring in, our main goal is diversity and opportunity for vendors at the market. However, you may notice an item in your booth that may be considered similar to an item that another vendor has in their booth.

As you are considering product to expand your business - please let us know what you are planning to bring in before you put it on the shelf. There may be times when as store owner and manager we decide that a product is approved to put out at the market and there may be times when we make the decision to not have a certain product. This is a decision that ultimately lies with store management and we appreciate vendors respecting that decision. We ask that you trust our decision and the process. We truly don't make any decision lightly.

Many vendors offer custom orders, we support this and think it is a wonderful way to grow your business. If a custom order is made through Market on Main, we require the same 13% commission to be made to the market. What does this mean? A customer calls the market and places an order with the market for your product or if a customer is in the market and makes a custom order from a custom order sheet left at the market and the market is coordinating that custom sale. In those instances, we would ask that you bring the custom ordered item to the Market so that the customer can pick up at the Market and pay through the market. We don't require a percentage commission if a customer takes your card and contacts you directly.

Process for Getting Paid

On the 15th of the month, Market on Main will provide a check for vendors with the amount of their sales minus the 13% commission that Market on Main will retain. If vendors choose, they can have their rent for the following month deducted from their monthly sales check. This option is available on the contract. We also have the option of paying vendors through Venmo from the Market. This option is also available on the contract.

Rent can be paid in a few different ways:

1. Taken directly out of sales (preferred method)
2. Cash or check
3. Through point of sale at Market on Main (a 3% processing fee will be attached to cover credit card processing through the Market)
4. Venmo @marketonmainvernal (a 2% transaction fee attached to cover that transaction fee through venmo)



Our Commitment to you

Market on Main's mission is to support local small businesses and help our community recognize the valuable talent right here in Vernal. We love shopping local and want to provide a space for our community to do just that.

Marketing

Market on Main will highlight vendors on our Facebook and Instagram pages. We do weekly Facebook Lives and we also have a market webpage: marketonmainvernal.com. We encourage vendors to ALSO market themselves and let people know you are at the Market. We have found that those vendors who are letting people know they are here do better than those who don't. It benefits not only you as a vendor but the Market as a whole when people know you are here.

Communication

Market on Main commits to healthy communication with our vendors. We have a Market Vendors Facebook group where we regularly communicate with vendors as well as emails that go out weekly. Please make sure you are reading these communications. We will also reach out if there are any issues. We encourage vendors to ask questions and let us know if there are any concerns as well. NON FOOD VENDOR, your point of contact for the market is Danni Harrison (435)-828-2440 FOOD VENDOR, your point of contact for the market is Trisha Sorenson. (801) 787-9550

Tips for Success

1

Let people know where you will be! Promote your product along with Market on Main. We love our community and believe that we can create a great sense of community within our market and help everyone succeed when we get people excited to shop at Market on Main.

2

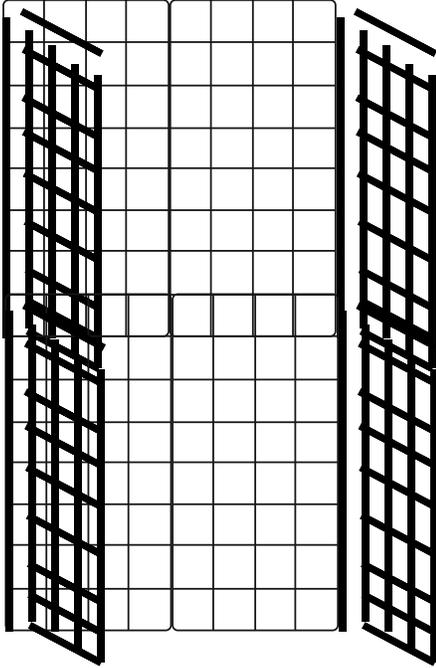
Keep your booth space organized and visually appealing. Buyers are drawn to booth space that catches their eye. A full booth is a happy booth. Don't let your shelves get empty! Please feel free to come in and check on your space and help keep it updated. We have also noticed that "stale product" affects the sales of our vendors - rotate product. This helps YOU immensely. We promise. It will also be taken into consideration when time comes to renew if you were fully engaged in keeping your space and product stocked.

3

Support each other. All vendors in the market have been hand selected because we feel that you all represent pieces of what makes our community so incredible. Celebrate each other and encourage each other as you talk about the Market with your customers and friends

\$80 - 6 month Lease

4' x 2' x 6'

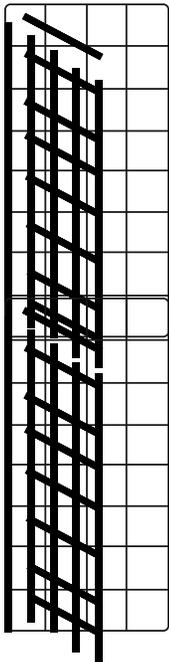


\$80 - 6 month lease

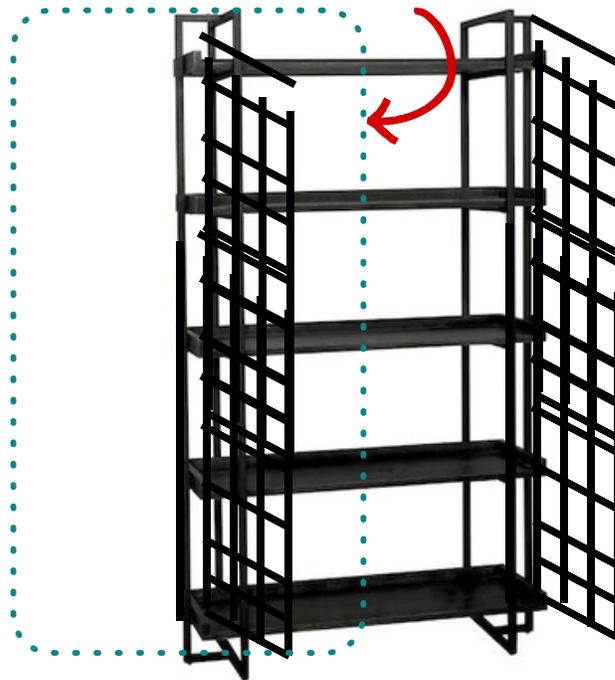
4'x2'x6'



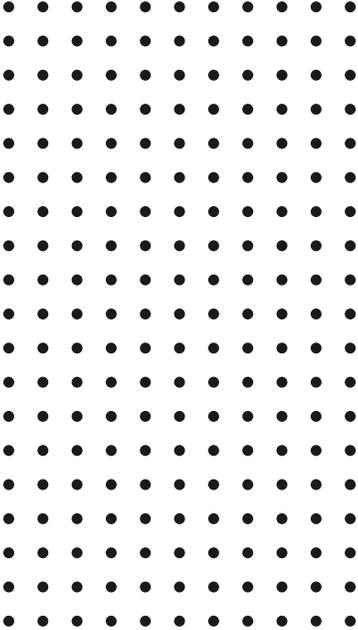
\$40 - 6 month Lease (2
grid walls)



\$40 - 6 month lease (Half of a
booth space)



\$35 a month for a 6 month lease - 4'x6' peg board wall space (limited depth dimension - Ideal for art work)



\$65 a month for a 6 month lease



\$35 for a 6 month lease - 8'x6' peg board wall space (limited depth dimension - Ideal for art work)

