

## Become a Merchant: What you need to know



**Please read over the information and guidelines we provide to all merchants. If after reading the requirements you would like to move forward with the process of becoming a valued merchant, please go to the Contact Us page on our website ([eatonvillefamilyagency.org](http://eatonvillefamilyagency.org)) and choose the option to reach out to Center Street Junction. The store manager will follow up with you shortly to discuss moving forward.**

**It is because of the continued community support, generous donors, and talented Merchants, that we are able to keep Center Street Junction open and thriving. As an extension of the Eatonville Family Agency, Center Street Junction's purpose is to financially support the Eatonville Family Agency's food bank and various other programs and services provided to our community. We rely on dedicated volunteers, and the income generated by items sold through Center Street Junction, to continue the lasting legacy of the Eatonville Family Agency's programs for years to come.**

## **CSJ MERCHANT INFORMATION AND GUIDELINES**

**GETTING STARTED:** We suggest Merchants at Center Street Junction have a valid, current WA State Business License. It is the sole responsibility of individual Merchants to report their earnings. Most small businesses report quarterly & do so, easily, via the state DOR website.

**COMMITMENT:** The duration of the *initial* rental agreement is 3 months. After which month to month agreements are automatically renewed. The first month rent is due at the time of signing the contract agreement. First month's rent is prorated based on numbers of days left in month AFTER booth is set up and inventory has been bar-coded. We require 30 days' notice if, at any time, you choose not to renew your contract. The first month rent is due at the time of signing this agreement. If you wish to pay for several months you are welcome to do so!

**RENT:** Rent is deducted automatically from the Merchants previous months sales. If the amount of rent exceeds the Merchants sales, the Merchant must make up the difference by the 10th of the month. Invoices or checks will be at CSJ register by the 5th of the month. Invoices must be paid by the 10th of the month at CSJ register. Checks and invoices can be mailed if merchant provides self-stamped and addressed envelopes. We accept cash, checks, debit and credit cards as form of payment. If payment is not received after the 10th of month CSJ Management reserves the right to immediately end the Merchants contract.

**JURIED MERCHANDISE:** Our goal is to encourage Merchants to grow their business(s), as well as to offer new products in the future and hone business skills. You have been chosen, to be a part of the CSJ Team with a specific merchandise mix. To avoid duplicating others pre-approved items, please communicate with store manager, before adding new venture outside your niche. Failure to do so is grounds for termination of this Agreement.

**DISPLAYS:** All merchandise is to be clean and visually attractive. Merchants are expected to keep their merchandise/displays within the boundaries of their space(s) at all times. Customer walkways shall not ever be obstructed by merchandise.

Safety is everyone's job! When making displays think, "Worst case scenario." Eliminate trip hazards, do not place heavy or delicate items on shelves above shoulder-high, and items that have sharp pointed parts should be covered and well protected.

Fixtures or items used only to display merchandise may be tagged "NFS" (Not For Sale.)

We want you to make money! We encourage Merchants to promote their items. Please feel free to display your business cards in your space. You may also advertise that you offer special or custom orders. All special or custom orders that originate at CSJ must be rung through the CSJ POS (Point of Sale) system. Merchants may stock their booth during store hours. CSJ does, on rare occasions, merchant only days. Merchants will be notified. CSJ is open Tuesday – Saturday, 10am — 5pm. Seasonal adjustments will be made my managers discretion.

**SALES:** All sales will go through the POS at CSJ. Any sale that does not go through the register will violate this agreement and serve as cause to terminate.

The time and effort you spend building your small business is recognized and valued. Therefore, Merchants and Artisans prices are considered, "*Fair and firm*".

CSJ has a 12% commission on all merchant sales. With this commission, CSJ will offer advertising, Merchant POS Portal, Bar Code labels (see "Tagging"), security cameras. We collect and remit sales tax for the Merchants. It is the sole responsibility of individual Merchants to report their earnings.

**CLEARANCE ITEMS:** An ultra-fine tip RED sharpie is to be used to make a single strike through the original price on the POS label. The SALE price is to be written *CLEARLY* under the original price. PLEASE, no handmade "SALE," signs. Use a computer to generate signs. Upon request, we can provide you with basic signs to be displayed.

**HOUSEKEEPING:** The Merchant will keep their shop space clean and well stocked in order to keep it looking fresh and interesting thus, increasing sales. Weekly visits are required, more frequent visits are encouraged.

**TAGGING:** All items **MUST** have a price tag securely attached to every item in the space. Items **MUST** have a POS label with bar code that is Merchant specific and provided by CSJ (See "Sales"). These labels **MUST** include MERCHANT INITIALS, item description and price in order for the correct Merchant to be paid when an item sells. Merchants are responsible for tagging their own merchandise and must furnish their own paper hang tags if they choose to use them. Business cards make a great hang tag.

**MERCHANDISE RETURNS:** All sales at CSJ are considered final. Returns may be granted to customers in rare instances and will be evaluated on a case by case basis. An explanation will be provided to the vendor in question should a return occur.

**MOVE OUT:** A 30-day advanced notice to CSJ management is appreciated. Move outs shall occur on or before the last day of the month. Rent will not be prorated for early move out. Merchants must settle all overdue rent charges and damages prior to removing merchandise from CSJ on move-out day. Any left-behind items belonging to the Merchant will be donated to the CSJ Thrift area.

**THEFT:** Unfortunately, theft is a part of retail business. For protection of all involved, CSJ supplies 24-hour surveillance of store inside and out to as many areas as possible. Not every corner is able to be monitored. If a merchant would like a camera in their booth, the merchant is in charge of purchasing camera and surveillance of camera. Please speak to store manager if you plan to install a camera.

**INSURANCE:** Center Street Junction is not responsible for theft, loss or damage to your items. As the Merchant, it is your responsibility to have insurance coverage on your merchandise if you choose to do so.

**ALL LAWS APPLY:** Merchants shall abide at all times by the codes, ordinances, and regulations of the city, county, state and other governmental agencies. According to current laws merchants may not sell the following:

- Food or consumables
- Drug paraphernalia
  - water pipes, bongos, rolling papers, prescription drugs, tobacco products, items containing alcohol
- Items containing flammable liquids
- Firearms including
  - BB guns, Ammunition, fireworks or explosives
- Large gas/electric powered appliances
  - Stoves, washers, dryers, etc....
- Pornographic materials
- Living animals
- Human body parts

Any fines levied for selling improper goods are the full responsibility of the merchant in question. CSJ will not, in any way, be held responsible.

Taxidermy related items, such as, mounted animal heads, horns, bodies, skins, turtle shells etc.... WILL be accepted on a **case-by-case basis**. For questions, ask store manager.

CSJ reserves the right to end this contract and/or refuse to renew it should the Merchant not adhere to the terms of this contract.

CSJ reserves the right to decide which applications and items will be accepted for sale. It is at the discretion of CSJ to refuse any merchandise they feel is inappropriate and to prohibit those items from being sold on the premises.

CSJ reserves the right to, at any time, raise or lower the monthly amount charged for booth rentals. CSJ will give 30 days' written notice to all Merchants should a change occur. Any revisions/changes to this agreement will be sent to all current Merchants.

**COMMUNICATION:** We communicate primarily via email. You must have an email address & commit to checking your email.

Center Street Junction is active on Social Media, primarily Facebook and Instagram.

- Facebook-Center Street Junction
- Instagram- csj4efa

**Thank you for your interest in becoming a merchant.**

**We look forward to hearing from you.**

**(eatonvillefamilyagecy.org → Contact Us →Center Street Junction)**