

WindhamARTS

The State of Connecticut's Designated Regional Service Organization for Northeastern Connecticut

Windham Arts Emporium at East Brook Mall Vendor Agreement

This agreement is between the Vendor/artist, _____ and Windham Arts.

The Vendor agrees to the following:

The Vendor will pay \$75 per month for three months to Windham Arts. This fee covers all the marketing and promotions costs, staff to operate the store, commercial liability insurance and management of the store. There can be more than one artist per booth to help share costs.

The Vendor will provide all handmade products to be sold. Each item will be marked with a sales tag that will include the following information:

1. Vendor ID (Windham Arts will give this to you)
2. Sale price
3. Item number. This is optional. If there is more than one artist per booth this number identifies whose item is being sold so that sales can be appropriately disbursed.

Vendors are responsible for insuring any item with value greater than the replacement value. Windham Arts has insurance to cover loss of any item but the insurance will only cover replacement value. As the artist, if you believe your item is worth more you must insure it with your own company. So for example, a painting may have a market value of \$500 but a replacement value of \$50 (frame and canvas).

Vendors must supply all display racks for their items.

Vendors will set up their booth space and will take down their booth space.

Windham Arts agrees to the following:

Windham Arts will provide the space, a 10' x 10' booth in the East Brook Mall, including utilities.

Windham Arts will staff the store, manage it, open and close it and will handle all sales. They will record all items sold according to vendor ID and item number.

Windham Arts will charge a 15% consignment fee for all items sold. The remaining 85% will be paid to the Vendor after the end of each month.

Windham Arts will provide all necessary materials to properly operate the store.

Vendor Signature: _____ Name: _____ Date: _____

Windham Arts Signature: _____ Name: _____ Date: _____



Department of Economic and
Community Development
Office of the Arts