



The Whimsy Mercantile

1208 Church Street

Cortland, NY 13045

2026 Consignment Agreement

Business Name: _____ Date: _____

Artist/Maker/Vendor Name: _____

Address: _____

Phone #: _____ Email Address: _____

Website & Social Media Handles:

For the Whimsy's social media and website, please describe the work that you create and sell:

Please read and initial the following shop policies. Bring the signed copy with you when you drop off your products for the first time.

____ All general vendor updates will be sent via email. These emails will include info on events, sales and specials, and participation opportunities. Make sure to add jaimehaz@gmail.com and info@thewhimsymercantile.com to your contacts list.

____ Keep up with your inventory, especially during the holidays. The Whimsy Mercantile doesn't have the storage space to keep any back stock, so stop in often. The shop owner will do her best to email you when stock is low or if a product just isn't selling/not the right fit. It's up to each vendor to keep track of the inventory that's brought in or taken out.

____ If you need to remove your items from the store, no problem. Just let the shop owner know beforehand.

____ **The shop commission fee is 20%.** Make sure the retail price on your product label reflects the added commission fee.

____ The Whimsy Mercantile will be open most weekends, and occasionally full days during the week. The shop owner will make every reasonable effort to market the store, as well as your products, and she asks the same of you. Please, post on social media and participate as much as possible. The goal is to keep sales steady.

____ Label your products with the retail price and your business name so the shop owner can easily identify the maker.

____ If you want to have a sale on your products, feel free! However, consult with the shop owner on the best way to run sales. Some sales may be better with price tags slashed or a general sign or perhaps moved to a special location in the shop...so there are several ways that sales can be executed.

____ Make sure that your presentation and product packaging is fit for public consumption, so to speak. A lot of dirty fingers will be touching your creations so consider providing testers for products available. Paper products, such as cards or artwork, should be in a protective film. The Whimsy Mercantile is not responsible for damaged items while on display at the store. Vendors will be notified if damage does occur. The Whimsy Mercantile does carry property insurance for catastrophic events but if you want additional coverage for your individual items, feel free to pursue that.

____ Payment will be sent at the beginning of each month. Currently, Venmo is the favorite way to pay vendors. This might change in the future depending on if Venmo wants to start charging fees. Let me know if you prefer to pick up cash from the shop.

____ Speaking of accounting, if your shop total exceeds \$600 for the year, vendors will be required to submit a W9 at the close of the tax season. The shop's accountant will mail you a 1099 for your tax preparation needs. Sales taxes are collected and reported by The Whimsy Mercantile so vendors shouldn't submit their own sales taxes for items sold in the store.

Preferred way you want to be paid (check one):

Venmo: _____ Venmo handle: _____

Cash (pickup at the store only): _____

If you agree with the vendor policies above, please sign below:

Artist/Maker/Crafter/Vendor/RockStar Signature:
