

**MARSH RIVER COOP (MRC) CRAFT CONSIGNMENT POLICY
AND CRAFTER AGREEMENT
FEB 2016**

APPLICATION AND APPROVAL PROCESS

1. The Marsh River Coop will accept crafters' handcrafted products on consignment after approval by the MRC Crafters' Committee. Crafters who want to sell their products at the MRC must submit a completed MRC Crafter Application (hyperlinked/attached) to the Committee.
2. The Committee will review applications on a monthly basis using the following criteria:
 - Originality and quality of work;
 - Likelihood of sale at proposed prices;
 - Whether the product adds to the diversity of types of crafts available at the Coop;
 - Whether the crafter is a member of the Coop; and
 - Whether the crafter is within the Marsh River Coop producer mileage radius (10 miles).
3. Crafters agree to sell only products handcrafted by themselves as described on their application. Crafters who currently have products approved for sale in the Coop who want to add substantially different types of products for sale must go through a new review process for the new items.¹

PRICING AND PAYMENT

4. The MRC will sell products at the crafter's wholesale price plus MRC mark up. The MRC mark up will be different for member and non-member crafters (currently 25% mark up for members; 35% mark up for non-members). ME state sales tax will be calculated during checkout and added to the product at the register on top of the retail price.
5. The MRC will pay crafters for sales of their products on a monthly basis, by the 10th of the following month, and make an itemized list of sales for that month available at the Coop.
6. The MRC is responsible for paying crafters for items lost through theft from the MRC or from damage at MRC, provided that the items have been properly secured as requested by the Coop (for example, jewelry under glass). The Coop management will advise crafters on a case-by-case basis as to what items need to be secured and how.

(cont.)

¹ For example, a crafter who has been approved to sell jewelry at the Coop can add different types of jewelry to their inventory without further approval from the Committee. However, if he or she wants to add clothing for sale, the clothing would need to go through the review process.

DELIVERY AND DISPLAY OF ITEMS

7. Crafters will ensure all of their items are labeled with their name, business name and retail price.
8. New crafters may only set up their initial display with a member of the Crafters' Committee present. The Committee will contact the crafter to arrange a mutually convenient time to set up the display. Thereafter, crafters can deliver new inventory at their convenience during store hours.
9. Crafter vendors are required to provide a completed MRC Crafter Inventory Sheet when dropping off (or removing!) product(s). Both the crafter and the MRC employee or volunteer who receives the inventory will each sign the inventory sheet, and each keep one signed copy for their records.
10. Crafters are not permitted to use duct tape, nails, or other destructive, or permanent, means of hanging displays and/or products on the walls or floor without express permission from the landlord. This permission may be obtained through MRC management.
11. Freestanding displays will be allowed at the discretion of the MRC Board.
12. Crafters are responsible, on a minimum monthly basis, for replenishing, cleaning, and organizing their own products for best display. Seasonal items must be removed from display in a timely manner following the end of the season.
13. While MRC will make every effort to accommodate the display wishes of crafters, MRC volunteers and employees are authorized to make adjustments to displays as necessary to maintain the overall best appearance of the craft area. Sales volume of each crafter may be considered in the allocation and location of display space.
14. Crafters are responsible for any items returned by customers by:
 - Refunding their consignment payment to the MRC for returned items;
 - or
 - Working directly with customers to repair or exchange defective items.

MEMBERSHIP AND VOLUNTEER EXPECTATIONS OF CRAFTERS

15. MRC crafters are encouraged to join the Coop as producer members (hyperlink/attach producer member info) and to volunteer at the Coop (hyperlink/attach membership policy info).
16. At this time, we are requesting, if you have it, a copy of your certificate for General Liability Insurance.

I hereby agree to abide by the above policy.

Crafter Name: _____

Address: _____

Tel: _____ Email: _____

Crafter Signature: _____ Date: _____