



Maine Crafts Association
PO Box 342 Gardiner, ME 04345
207 588 0021
www.mainecrafts.org

Center for Maine Craft Vendor Consignment Agreement

The Center for Maine Craft is a retail gallery selling the work of Maine craft artists and small businesses. The Center is located in the West Gardiner Service Plaza and is open year round. The Center is managed by the Maine Crafts Association.

Physical Location: 288 Lewiston Rd. West Gardiner, ME 04345 (UPS or FedEx Shipments)

Mailing Address: PO Box 342 Gardiner, ME 04345 (USPS Shipments)
207-588-0021

Center Manager: Whitney Gill, whitney@mainecrafts.org

The Center for Maine Craft agrees to:

- Charge customers an agreed upon retail price and pay the vendor 60% of that price. When the Center has a sale, or offers a member discount, and charges less than the agreed upon retail price, the vendor percentage will not change.
- Charge, collect and submit Maine State sales tax for all applicable sales.
- Pay vendors, via check, for sales in the previous month by the 15th of the following month. (For example, the vendor's check for all May sales will be mailed on June 15th).
- Display product in an attractive manner within our design guidelines and space limitations
- Become familiar with the product and artist and be able to talk about it in an intelligent manner with customers and answer questions.
- Make a vigilant effort to sell the product.
- Contact the vendor with customer questions or requests.
- Provide sales, inventory, other information to the vendor, upon request, within 48 hours of request.

The Vendor agrees to:

- Price their product at the Center within 5% of the price it is listed elsewhere (studio, other galleries, craft shows, etc.)
- Renew MCA membership at the required level by January 15th, every year. Professional level is required for most vendors, except vendors of food, books, cd's, personal care, music and cards who may join at the Retail level.
- Reply to CMC staff requests/questions about product
- Reply to CMC staff emails regarding orders
- Supply us with any special information about your product (how to clean, any warnings, how to use, etc.)
- Supply a packing list with your order; we have consignment inventory sheets available for download online or at the Center. Clearly mark products so they are easily identifiable when compared to the packing list / consignment sheet.
- No notice is required for deliveries (although it is appreciated). However, if you are picking up product, please contact staff two days before the pick-up date so the product can be properly processed in our database and packed.
- Be respectful of CMC staff's dedication to customer service when dropping off product or visiting the Center. If customers are in the store, staff won't be able to spend significant time working with you – please understand if we need to follow-up later with an email/call.

- Understand that part-time employees may not always be able to help you with questions or details, please be patient if the manager, assistant manager or bookkeeper needs to be contacted to respond to your inquiry.
- Vendor is responsible for product shipping costs to and from the Center

Additional recommendations to increase sales:

- Take advantage of other MCA member opportunities: NEM or CraftBoston shared booths, co-op marketing, MCA Workshop Weekend @ Haystack, Portland Fine Craft Show, and more!
- Provide business cards, brochures other marketing materials with your product
- Provide hang-tags for your product
- Stay in touch! From time to time we run low on product and have been too busy making sales to contact you, feel free to call us!
- Provide three images, bio (Professional only) and link to your website (all members) for your webpage on our site.
- Discuss display with staff. In most cases we use our own displays and signage, but we will always consider your suggestions and/or display props or signage. If we accept your display, we reserve the right display other products on it and are not responsible for loss or damage of the display.
- Make appointments to show Center management your new products – we will happily consider them. If they are in a different media than the work we currently carry, please sign up for a jury session (i.e.: we carry your hot sauce, but now you are making leather boots!)
- Aim to drop off product at the beginning of the week to ensure it is processed and available for sale by the weekend. Friday drop-offs may not make it onto the floor by the next day.

The Center orders work that we believe has good potential of selling. We strive to give each product a fair chance to connect with our customers, this could be 90 days, or it could be for a season, such as summer or the holidays. In some cases, we need to rotate product, even good-selling product, to make room for a different product. Although we do not have exact formulas or timelines, if it is determined that your product is not selling enough to warrant the display space it is using, you will be contacted and asked to remove your work from the Center. Your membership will not be refunded in this scenario.

Release of liability

The MCA and CMC are not responsible for damage of product during transit of goods to the Center. MCA/CMC is not responsible for loss or damage of vendor’s displays or signage.

I understand and agree to all of the above:

Vendor Print: _____

Vendor Sign: _____ Date _____

CMC Print: _____

CMC Sign: _____ Date _____