

## Vendor Application/Contract for Visitor Center

The vision for the Visitor Center is to get visitors out of the Visitor Center and into our community to our local stores. We would love a variety of items showcased & for sale in the Visitor Center. For this purpose, the below contact allows local businesses and vendors to showcase & sell items at the Visitor Center.

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: # \_\_\_\_\_

Brief Description of Merchandise to be Sold: \_\_\_\_\_

---

---

---

### Overview of Area & Contract

- Area Size 23" x 15 ½" one shelf per business/person
- All products must be approved to make sure it fits the Visitor Center Vison & Purpose
- Once approved the first month's rent will be required before you can set up and start selling
- 12-month lease is required (Visitors busy season is March thru October, with November thru February being slower but we are looking at expanding visitor traffic during that time)
- \$10.00 a month rent, you can pay in full or pay month by month, by check or cash only
- Sales tax will be deducted from Monthly Payouts for any Merchandise sold

### General Guidelines

1. You are responsible for setting up, stocking, decorating, keeping inventory, and maintaining your area as you desire with City approval.
2. You can restock anytime during business hours (Sunday -Saturday 9am -5pm) please be considerate if it is a busy time. We recommend checking your shelf often to ensure the most sales.
3. Keep your area clean and organized and any signs you have should look professional
4. Any items you place in your area that you DO NOT wish to sell should be clearly marked
5. Pricing: pricing must be attached to each product with your assigned vendor tag (our tracking only includes pricing and vendor id for each product, make sure to keep your own catalog of all items for sell and prices of each)
6. Checks and Statements: Vendor checks will be available at the beginning of each month on the 10<sup>th</sup> day. With your check you will receive a statement that shows how many items you sold with the price of each sale. The statement will also show the monthly fee and sales tax we took out. (Pick up at Monticello City Office) If your sales are less than the monthly fee we will issue a statement with a request for payment.
7. Monticello City can terminate this contract at any time for violation of the above guidelines or for failure to comply with requests for changes or payments. If an applicant wishes to terminate this contract, written notice must be given to the Visitor Center Manager 90 days (about 3 months) before the specified termination date or 30 days (1 month) before contract renewal. Any monthly rent funds prepaid will be forfeited when the applicant terminates the contract.

8. This contract must be renewed 1 month prior to the expiration date. Failure to renew on time will result in a new application and will be approved based on availability of shelf space.

9. Monticello City Visitor Center is not responsible for items stolen or removed, we will provide our best effort to keep your merchandise safe and have put measures in place to deter theft.

10. Monticello City Visitor Center is not able to process returns or refunds for merchandise, please provide contact information at your shelf for customers to contact you directly.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visitor Center Manager Signature \_\_\_\_\_ Date \_\_\_\_\_