

VIRTUAL VENDOR AGREEMENT DETAILS (ver 1)

Management Agrees To:

1. Provide retail service at The Queen's Crafters and Antique Market (for product pickup), 6-7 days a week, all year round (except Christmas, New Years Day, and Easter Sunday) from 10am to 5pm.
2. On the first day of each month, we will provide a list of items sold and payment to the Virtual Vendor for the items sold in the previous month in the form of a cheque.
3. The Subscription of the online space can be taken off the Virtual Vendors payment of sold items.
4. We will collect HST and submit to Revenue Canada at the point of sale. Unless the Virtual Vendor submits their own HST, then management will include the HST in the monthly payout. We will need your HST number, provided on the 3rd page.
5. Provide wrapping material for items sold, unless provided by the Virtual Vendor.
6. Provide advertising in local and regional newspapers, flyers, and on the internet.
7. Management has the right to refuse items deemed unsuitable for The Queen's Crafters and Antique Market.

Virtual Vendor Agrees To The Following:

1. To provide payment for online space on the first day of each month in the form of cash or cheque only.
2. If the payment is in arrears and has not been submitted by the last day of the month, management has the right to remove products from the website unless other arrangements have been made.
3. Must only sell legal items. Some examples of items that can't be sold online are; firearms, drugs, taxidermy items etc.
4. If a customer uses the Interac or a credit card machine for payment, management will take 5% off the total cost to cover the bank charge.

5. The cashier may give a 10% discount on items that aren't handmade or unless specified by putting "firm" on the price tag. The cashier will attempt to phone the vendor to approve any further discount.
6. If delivery is wanted by the customer, the Virtual Vendor will work with the customer. Arrangements may be provided through management.
7. If a Virtual Vendor requires admittance to the store after regular open hours, arrangements must be made ahead of time with management.
8. Virtual Vendors are to provide a unique ID (2 to 4 characters) so that we can identify the products as theirs.

First choice: _____ Second Choice: _____ Third Choice: _____

9. Virtual Vendors are to provide the following for the online store:
 - a. Name of each item
 - b. Pictures for each item
 - c. Prices for each item
 - d. Description or Details of each item
 - e. Made To Order | One of a Kind | Special Order (see How It Works, on website)
 - f. Name of Business and/or Owner
 - g. Description of business
 - h. Logo (if you have one)
 - i. Banner (if you have one)

More Details (to be discussed):

Any questions regarding your items and how to manage them for your own personal customization, please don't hesitate to email: thequeensmarketshop@gmail.com

The Queen's Crafters and Antique Market
INFORMATION AND SIGNATURES

142 Bridge Street. Carleton Place, Ontario / (613) 253-5333

Agreement of Subscription between Management and Virtual Vendor

Management:

Donna Carpenter
613-614-4014 (m)

Dianna Lachapelle
613-851-1738 (m)

Vendor Name(s): _____ **Vendor ID:** _____

Full Address: _____

Phone: _____ **Alt: Phone:** _____

Email: _____

Do You Collect Your Own HST?: #: _____

I, _____ require an online space. I agree to pay management on the first of each month beginning _____. I agree to the terms of the online subscription of pages 1 and 2.

Original Rental Rate: _____ Shelf / Booth / Wall

Virtual Vendor - Signature

Date of Signature

Management agrees to comply with the terms of the online subscriptions:

Management - Signature

Date of Signature