

APPLICATION FORM FOR POTENTIAL VENDORS

(Wholesale or Consignment)

Criteria for acceptance is as follows: aesthetics and design, technical competence, originality, presentation, retail potential, suitability to our space limitations, and whether the items are in direct competition with other consignees or artists.

Please include a short biography or an artist statement, and a retail price list . If you have your art or craft in another store in Virginia Beach please list where.

STANDARD OF QUALITY

Any artwork intended to hang on the wall must have the appropriate hardware attached.

Any artist cards or business cards provided, attached or otherwise, will be displayed at our discretion.

All items must be clean, undamaged and ready to display.

VENDOR CONTRACT

The Creative Wedge Responsibilities to Vendor General

The Creative Wedge's consignment rate is usually 40% of the retail price. Checks for work sold on consignment at The Creative Wedge will be issued monthly, no later than the 15th of the month following the sale(s).

Month end balance of less that \$20 will have their balance held until the amount owed to them is at least \$20.

Returns of defective merchandise to the Consignor will be dealt with on an individual basis. Items that are proven to be defective or do not meet The Creative Wedge Standards of Quality will be removed from our inventory and will be returned to the Consignor at their expense or may be picked up.

The Creative Wedge is covered by insurance for fire and criminal activities i.e. breaking and entering.

Inventory is reviewed on a regular basis. The Store reserves the right to remove any item from display that has not sold within 2 months of its arrival. The Store will notify consignor when items need to be picked up. We ask that arrangements be made to collect these items within 14 days of notice. Items left for more than 60 days after notice will become property of The Creative Wedge. **Intial here:** _____

Merchandising

The Creative Wedge retains the right to determine how Vendor's products will be displayed, including quantities and selection. The Store strives to maintain strong displays based on factors such as space, seasonal market and sales history. Displays are restocked and rotated frequently.

Marketing and Promotion

The Creative Wedge retains the right to display and market products through its retail marketing opportunities. This includes our web site, promotional events, advertising and in-store displays.

Vendor's Responsibilities to The Creative Wedge

Delivery of Product

All product brought into The Creative Wedge must have an accompanying invoice with a description of each item, quantity, wholesale price where applicable and suggested retail price.

For Consignment, the Consignor owns their work until it has sold. The responsibility is upon the Consignor to maintain their own inventory record of the product(s) and price(s) they have submitted. Unless the Consignor provides their own invoices with each delivery, The Creative wedge is not responsible for inventory discrepancies.

Product delivered to the The Creative Wedge must be properly packaged for storage and formally received by a staff person. If possible, please deliver product during week days to alleviate congestion on a busy weekend.

When a Consignor chooses to remove inventory from The Creative Wedge, at least 2 days notice must be given.

Pricing

It is the consignor's responsibility to ensure that the prices provided are retail prices. The Store will only be responsible for paying consignment amounts on the prices listed on their invoice.

The Consignor must maintain consistency in their retail pricing. The selling price on product at The Creative Wedge and local Craft Fairs or Markets should be the same.

If a Consignor wishes to make changes to their retail prices, they must state the changes in writing and a list of items affected must be provided.

Craft Fairs/Markets

The consignor must notify The Creative Wedge of any product they wish to remove from the Store 14 days prior to any Fair. This allows staff the time to remove and prepare stock, write up all paperwork and make inventory adjustments.

Consignors are encouraged to maintain a full display of work in The Creative Wedge during Fair dates. When displays are emptied it diminishes the integrity of The Creative Wedge and ultimately sales and return customers are lost.

Consignors who return any removed product to the Store after a Craft Fair or Market must ensure that it is returned with an invoice as with any new shipment. Once inventory is removed the Consignor cannot be guaranteed the same space in the Store.

By applying as a vendor you accept these terms. Please phone the Store at 757-965-9030 or email info@thecreativewedge.com if you have any questions.

Thank you for your interest in The Creative Wedge.

The Creative Wedge

630 Hilltop West Shopping Center

Virginia Beach, VA 23451

757.965.9030

info@thecreativewedge.com

<http://www.thecreativewedge.com>

Date:

Name:

Address:

Phone:

Email:

Website:

Other links:

A little bit about yourself and/or an artist bio:

Vendor Signature:

Date:

The Creative Wedge Representative Signature:

Date:

Thank you!