



318 Front ST Belleville, ON, K8N 2Z8
(613) 847-6516

Welcome to Bazaar Artisan Market! The procedures and policies outlined below are to be followed by all vendors of Bazaar Artisan Market. Failure to do-so may be considered a breach of the vendor contract.

Rental Space (check type which applies)

All rental spaces are for a 4-week duration.

3ft Wall Vendor Space \$160 + HST

With 3ft shelf unit \$170 + HST

4ft Wall Vendor Space \$190 + HST

With 3ft shelf unit \$200 + HST

_____ (please initial)

I _____ will be a vendor at Bazaar Artisan Market for the period starting Monday ____ / ____ 2020 to the next payment due date of Sunday / ____ 2020. (All due dates found on the last page of this document.)

Below is your rental space fee due for the first four weeks at Bazaar Artisan Market, renting a space with us entitles vendors to a 4 week duration. We ask that

vendors pay a \$100 deposit upon signing this agreement. Outstanding balance required in full three weeks in advance of first date as a vendor.

\$ _____ 4 weeks membership fee
\$ _____ HST
= \$ _____ TOTAL (4 week membership fee total moving forward)

Paid \$ _____ \$100 on _____ (date)
Owing \$ _____ on _____ (3 weeks before move-in date)
Payment type

Rented Space

- Vendors are encouraged to curate their rented space as desired. We at Bazaar will select which vendor space you receive as it is a first come first serve basis. Wall spaces may be filled with your handmade goods, one of a kind product and any personal branding material. Be mindful to stay within your allotted rental space and not to make any permanent changes (Paints, adhesives, fixtures)

(please initial)

- Please note that all products in all spaces are left at Bazaar Artisan Market at the vendor's own risk. Items left behind will be stored safely for 14 days and at least two attempts of contact will be made before any further action takes place. Bazaar Artisan Market does not hold any financial or other responsibility arising from loss or damage caused by theft, breakage, misplaced items, fire, water, natural disasters, or any other form of damage.

Fees

- Failure to settle to the outstanding balance after initial deposit is made may result in a forfeit of the \$100 deposit and privileges of being a vendor
- Rental fees can be paid by e-transfer, debit, or cheque and will not include any additional charges. If membership is paid by credit card there will be a 3% fee charged to you (before taxes are applied).
- E-Transfer info: Please send payments to Bazaar.artisan.market@gmail.com
- Please note that all non-deposit fees are non-refundable.

Termination of Membership

- Upon signing this contract a vendor has 7 days to withdraw at no penalty and be reimbursed in full.
- On the final day of your rental agreement, all your belongings must be removed and an acknowledgement form must be signed. Any items left behind will be handled in the process previously stated.
- You may not sub-lease your Bazaar Artisan Market rented space in any shape or form.

Membership Requirements

- For standing shelf and wall spaces, it is the responsibility of the vendor to ensure that all products have proper price tags, include applicable taxes, and indicate their vendor code (____), in order to be sold.

_____ (please initial)

- If an item is not properly priced and coded, Bazaar Artisan Market staff will attempt to contact you. If we cannot reach you, we will determine a price for the item based on similar products in your space.
- I confirm my product is handmade and/or designed by me.

_____ (please initial)

- You are encouraged to promote your space and Bazaar Artisan Market by using social networking, word of mouth, professional website/blogs and other forms of advertising. We also encourage you to like and follow Bazaar Artisan Market and your fellow members on social media.

Membership Benefits

- All members will be promoted on Bazaar Artisan Market social media at least once during every 4 week membership period.
- All members will be listed on the Bazaar Artisan Market website. This will include links to the vendor's own website, online shop or social media where desired.
- All members are invited to contribute written articles to the Bazaar Artisan Market printed newsletter (available for free pickup in-store) and the Bazaar Artisan Market blog on our website. These written articles may be 500 words or less and may be submitted to
- Let us help you connect with your customers! With Bazaar Artisan Market you have the opportunity to host your own in-store demo or "Meet the Artisan" day. Please ask staff for details.

General

- Until further notice, all vendors, customers and staff must wear a mask or face covering in the store.
- No candles or incense can be burnt on the premises.
- All ladder use, tool use or other potentially harmful activities are at your own risk and Bazaar Artisan Market will not be held responsible for any injury or harm it may cause to your self or others.
- Policies and procedures are subject to change.

Membership Signatures and Contact Information

Vendor signature: _____ Date: _____

Vendor initials: _____ Vendor code: _____

Vendor Name: _____

Email address: _____ can share

Phone number: _____ can share

Social media: _____

Website: _____

Bazaar Artisan Market Staff: _____