

MERCHANT AND ARTISAN EXCHANGE

1625 East Main St., Montpelier, OH 43543

ONBOARDING PACKET –

We're excited to have you join our antique and artisan market! Our goal is to create a high-quality, curated shopping experience that supports both our vendors and our customers. We are building more than a market. We are building a place where people will slow down, wander, discover something unexpected, and support independent merchants and makers. We are here to support your success – Let's build this together!

This is an area that acts like your storefront! We will continue to advertise the market and our vendors and we want you to advertise your own products and your display. We want to help you build your business! You need to give your booth time, a 6 month signup is highly encouraged.

This packet outlines everything you need to know to get started.

OUR CONCEPT

Merchant and Artisan Exchange is a curated marketplace featuring:

- Antiques & vintage goods
- Handcrafted and artisan products
- Home décor, furniture, and specialty items

We focus on quality, presentation, and a unique customer experience.



HOW IT WORKS

Booth Rental

- Monthly rent based on booth size.
- 3 or 6 month minimum commitment at initial sign up, must be paid in full. When signing up for 6 months, you will receive 1 month FREE.

Commission

- 10% on all sales, which is automatically deducted through our POS system

Payouts

- Vendors are paid twice a month on the 5th and 20th of every month. Payments will be made within a day or two of the 5th and 20th.



SALES SYSTEM

- All items must be entered into our POS system
- Each item must have a tag or barcode
- No direct/offline sales permitted



ADVERTISING

- The marketplace will continue to advertise on our social media platforms and its website. Vendors are highly encouraged to advertise their booth/items and mention or tag Merchant and Artisan Exchange on their own social media platforms.

WHAT ITEMS SELL WELL HERE

- Unique, curated items
- Seasonal décor
- Giftable products
- Furniture and statement pieces

NOT ALLOWED

- Mass-produced/imported resale (unless approved)
- Damaged or dirty items
- Hazardous or prohibited goods

BOOTH EXPECTATIONS

Presentation

- Keep your booth clean, styled, and fully stocked
- Think high end, upscale, or boutique, not a storage space, or a museum for your antique items.

Restocking

- Check and refresh your booth regularly
- Recommended: 1–2 times per week

Pricing

- All items must be clearly priced
- No “ask for price” items

SEASONAL ITEMS

Seasonal items will need to be stocked and refreshed to help drive traffic.

ACCESS HOURS

Vendor access hours: _____ **TBD before opening date** _____

Please respect store hours and customer experience. If you must come in during regular shopping hours, please stay out of the way of shoppers, they want the full experience of traveling to our marketplace and would like to see all of the items in the booths.

****Store hours will be set before opening date! We are currently planning on roughly 40 hours per week, Wednesday through Sunday.**

SECURITY & LIABILITY

- We take precautions; however, we are not responsible for lost or stolen items
- Store cameras will be installed. You can also set up your own cameras.
- Insurance is highly recommended

CONTACT

Lisa Fackler
419-212-1529
themarketexchange@gmail.com

APPLICATION FOR BOOTH RENTAL -

This does not guarantee you a spot. You will be notified with the approval status. Application and agreement must be signed.

Booth space rental begins at \$50/month for a 5' x 5' area, plus 10% commission on your sales.

Thank you for your interest in becoming a vendor! Please complete the form below.



VENDOR INFORMATION

Name: _____

Business name and address (if applicable): _____

Cell phone number: _____

Email: _____

Home address: _____

Website/social media: _____



PRODUCT DETAILS

What type of items do you sell?

- ☐ Antiques/Vintage
- ☐ Handmade
- ☐ Artisan Goods
- ☐ Clothing – Must be handmade
- ☐ Furniture
- ☐ Home Décor
- ☐ Other: _____

Describe your products:



PHOTOS – Please send photos of your products and previous booth setup (if available)



PRICING RANGE

Typical item price range:

- ☐ Under \$25
- ☐ \$25–\$100
- ☐ \$100–\$500
- ☐ \$500+



BOOTH NEEDS

Preferred Booth Size:

- ☐ 5 x 5 \$ 50.00
☐ 10 x 10 \$100.00
☐ 10 x 20 \$200.00



EXPERIENCE

Have you sold in a market before? ☐ Yes ☐ No

If yes, where?



AGREEMENT

By submitting this application, you agree that:

- You will follow market rules and guidelines – listed in detail on following page.
- All items will be accurately represented
- You will restock your booth items at least twice a month, more often if items run low.
- You agree to an initial 3 month booth lease or more.
- Insurance is highly suggested for your items
- Acceptance is subject to approval and space availability
- Merchant and Artisan Exchange is not responsible for accidents caused by your equipment or items.

Signature: _____

Date: _____



FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No

Booth Assigned: _____

Payment: _____

Approved by: _____

LEASE AGREEMENT -

Rent is due on the 1st of each month. Grace period – 5 days. After 5 days, \$5.00/day will be added. Nonpayment beyond 10 days will result in termination and forfeiture of booth contents, which will become property of Merchant and Artisan Exchange and may be sold to recover the cost of booth rental.

Booth number: _____

**Vendor acknowledges that booth location may be adjusted by management as needed for operational efficiency, this includes improve traffic flow, operational needs, or market layout changes.

Approximate Size: _____

Lease start date: _____

Initial term: _____

Monthly Rent: _____

Renewal: Month to month after initial term unless terminated.

Commission on sales: 10% of gross sales and will be deducted prior to vendor payout. Payouts will be paid on the 5th and 20th of every month and will be made within a day or two of the 5th and 20th.

All sales must be processed through the market's designated POS system. Vendors may not conduct private/off-site transactions within the premises.

Allowable items – Unique & curated items, antiques, vintage, artisan goods, seasonal décor, giftable products, furniture, and statement pieces.

Prohibited – Mass produced/imported resale (unless approved), garage sale items, damaged or dirty items, hazardous or illegal goods.

*Owner/Management has the right to remove non-compliant merchandise.

Vendor agrees to keep their booth clean, organized, and fully stocked, to maintain a professional and visually appealing display, and to avoid empty or neglected space. *Owner/Management reserves the right to require improvements.

Vendor will restock inventory regularly and maintain adequate product levels. Recommend 1 – 2 times per week.

All items must be clearly priced with approved labels by market owner/management.

Items must remain within assigned booth boundaries.

No drilling, painting, or structural alterations can be made without approval from management.

Fixtures must be safe and stable.

Vendor will advertise their own items/booth and mention or tag Merchant and Artisan Exchange on social media to help drive traffic to marketplace.

Seasonal items will need to be stocked and refreshed to help drive traffic.

Vendor is solely responsible for their merchandise. Owner/Management is not liable for theft, damage, or loss.

Vendor is encouraged to carry business insurance.

Vendor must provide 30 days written notice to terminate. No refunds for early termination.

Vendor agrees to act professionally with staff and customers and not engage in disruptive or harmful behavior. Violation may result in termination.

**This agreement constitutes the entire understanding between parties and may only be modified in writing.

Vendor signature: _____ Date: _____

Owner/Management signature: _____ Date: _____