FORT HERITAGE HITCHING POST
VENDOR AGREEMENT
Shelf rental and Sales Agreement for Artisan, Farm and Market Vendors

Vendor Shelf Rental & Sales Agreement

Vendor (Maker/Business):_____

Contact Name: _____

Phone & email:_____

1)Purpose

Vendor supplies approved products for sale at Fort Heritage _Hitching Post Store.
Fort Heritage provides retail space, merchandising, point-of-sale processing, and staff sales support.

2.) Term & Space

- Start Date: _____End/Review Date: _____ (month to month unless otherwise stated)

- Space Type/Location ☐ Small shelf. ☐ Medium. ☐ Large. ☐ Hanging/Wall. ☐ Feature/ Endcap ☐ Other_____

Fort Heritage may adjust placement for merchandising, best esthetics, safety, or seasonal flow.

3.) Fees & Commission
- Monthly Shelf Rental Fee $_____+GST due on the 1st of each month
- Sales Commission: _____% of gross sales before tax
- Setup/Intake Fee (one-time):$15.00 covers onboarding, labeling review, system setup)

4.) Pricing, Discounts & Promotions
- Vendor sets retail prices (subject to Fort Heritage approval for consistency/market fit).
- Store-wide promotions (e.g. seasonal sale days) may be offered; Vendor participation is: Optional. ☐ Yes. ☐ No

Any markdowns/damages will be communicated and recorded.

5.)Product Standards & Approved Items
- Products must be clean, finished, safe, and retail-ready, matching the store's heritage/local theme.
- Not accepted: illegal items, weapons, hate content, counterfeit good, recalled items, or unsafe products.
- Fort Heritage may refuse or remove items that don't meet standards or theme requirements

6.) Labeling & Inventory Requirements

Vendor must label every item with:
- Product name, price, vendor code, and (if needed) size/variant.
- Care instructions and material warnings where relevant (e.g., choking hazards, allergens).
- Vendor will provide a simple inventory list at drop-off

7.) Restocking & Display Care
- Vendor agrees token displays stocked and tidy; restock frequency:
  ☐ Weekly. ☐ Biweekly. ☐ Monthly. ☐ As needed

- Fort Heritage may tidy/face products and adjust displays for appearance and safety.

8.) Payment & Reporting
Fort Heritage will provide a sales summary and pay Vendor by ☐ e-transfer. ☐ Cheque
Payout Schedule: - ☐ Monthly ☐ End of season
Rental fees may be deducted from payouts if agreed: ☐ Yes ☐ No

9)Returns, Exchanges & Customer Service
Store return policy ☐ All sales final.

10.) Loss, Theft, Breakage & Liability
Fort Heritage will use reasonable care but is not responsible for normal wear, minor handling marks, or theft.
- Breakage policy - Vendor is responsible
- Vendor must have own insurance - highly recommended.

11.) Food & Consumables
If Vendor sells food/drink/body products:
Vendor confirms products are made/packaged according to applicable health and labeling rules
All items must include required labels (ingredients, allergens, best-before/lot where applicable).

12.) Termination & Removal of Stock
Either party may end this agreement with 14 days written notice.
Vendor must remove inventory within 10 days of termination; unclaimed items may be donated/ disposed after 60 days.

13.) Agreement & Signatures

By signing, both parties agree to the terms above.

Vendor Signature:_____Date:_____

Fort Heritage Signature:_____Date:_____