**Who can apply?**

We pride ourselves in having the finest quality products in our stores. Applications are carefully reviewed by our team to assess the following:

* Unique, quality work
* Social Media presence (or website)
* All products in store follow our 3 guidelines (handmade, handcrafted and/or Canadian).

How does it work?

* We Made It rents out retail space to over 70+ makers. Vendors make back 100% of their sales.
* Our team members ring all products through a till using a barcode scanner. All items are individually labeled with a barcode sticker by the maker, which includes an item name, price and barcode. Vendors are to provide a properly completed inventory sheet to the store 24 hours before bringing in product, allowing our team to have your labels ready for you to label your items when you arrive.

Products will not be sold without a proper label.

* \*\*During Christmas hours, we will make exceptions to this rule, allowing makers to add their own labels to products (using the same SKU). Vendors are still required to send the properly filled inventory sheet PRIOR to arriving, so we have time to import the items into the system.   
    
  We charge the customer – not the vendor – a 13% admin fee on every transaction. This is not tax (tax is charged on your rental space). This helps pay for Point-of-Sale fees, housekeeping and supplies. This also allows us to keep rent as low as possible for Vendors.  
    
  If your business is required to charge tax, you are responsible for including that in your cost. We cannot charge tax on your items for you.
* Vendors are responsible for tracking their own inventory and keeping the store stocked at all times.

What does a monthly vendor membership include?

* Daily/hourly tidying of each space and re-stocking as needed.
* A private, vendor-only Facebook group – this is great for connecting with other vendors to share resources and for new vendors to reach out to our veterans to learn about their ideas and tips, help with inventory spreadsheets and \*Shelfie\* requests
* Vendors are permitted to schedule Pop-Up Shop, allowing them to offer customization, meet the maker and display items not sold in store. \* Sales from Pop-Up Shops are rung through the till with all other transactions, and paid out in the standard bi-weekly payout.
* Bi-weekly payouts are made by cheque. Vendors living far away are permitted to supply us with pre-addressed and stamped envelopes, or pay a monthly fee ($5.00) for mailing.
* Items listed on our website (ONLY if inventory sheets are filled properly, and photos provided).
* Regular Social Media recognition, and re-sharing all of stories we are tagged in
* Open a minimum of six days a week, some holidays included. Hours will be extended leading up to major holidays!

How do you choose vendors?

* We do our best to offer our customers as much variety as possible, with excellent quality and unique items. We review each application carefully and will reach out to those accepted by email, within 7 days. Unfortunately, due to high volume of applications, only those who are accepted will be contacted. Please do not contact us regarding the status of your application. All items must be handmade, handcrafted and Canadian.
* Please be sure to include a complete list of all products you wish to stock. Items not listed will not be permitted. All new items must be approved prior to you bringing them in

What if I don’t get accepted?

* Unfortunately, only successful applicants will be given notice by email. We receive many applications on a daily basis, so time only allows us to contact the ones we will be accepting.
* Those who are not successful will be put on a wait list and will be contacted if a space becomes available.

What happens after I am accepted as a Vendor?

Once accepted, Vendors have 3 days to accept the offer and pay the invoice. If payment has not been made within those 3 days, we will move to the next person in line.

How can vendors set up their space?

* Vendors are permitted to hang items on their wall space or attach fixtures, with approval. We Made It holds full authority over the look and feel of the store, so displays must be approved by a Team Member prior to leaving.
* We ask Vendors to send us a sketch or photo of their space or inspiration prior to moving in, so we can see that thought has been given to your display, and changes can be made if needed.
* Vendors are permitted to bring a shelving unit or display that works for their items, but we ask that all displays be clean and in good repair, and follow the flow of the store. \*Please make sure if you have items that need to hang (clothing) you provide a display that shows your items properly.
* We Made It holds the right to alter your display or move your display as needed, to allow for better sales.
* We will choose where each Vendor will go, and can offer several options if they are available. We want to make sure we have a good variety of items, and will not bulk like-items together.
* We encourage all makers to browse Pinterest, and other locations/retail stores for inspiration of their display. Risers, racks, hooks and stands are great items to use to add a variety of height to your display.
* Business cards are required for each Space. You are permitted to have a logo or sign, but it must tastefully fit within your space and not overpower the rest.

By electronically signing this document, you agree to abide by ALL rules and regulations as described in this document.

By Electronically signing your name below you agree to all that has been stated in the document/form thus far. You agree that if at any time the rules or regulations are not followed, or we no longer feel you are a good fit for our store, We Made It reserves the right to refuse or cancel this contract at any time.

\*\*\* Please note: ALL rental payments are strictly NON-REFUNDABLE.

\*\*\* Please note: this document ONLY becomes legally binding if you are accepted as a Vendor and make a payment.

\*

Your answer

• Wall space vendors are required to bring their own display.   
• If you choose bulk rent (3 or 6 months), you will be required to pay the full amount up front.

All new Vendors are required to sign up for 2 months (paid in full and non-refundable) then may choose to add a 3- or 6-month option after the initial 2 months. (6 months may also be chosen at sign-up to save).  
  
• To give us notice, you must email us 2 weeks prior to the end of the month

Invoices will be sent automatically on the 17th of each month (unless a longer term is selected) and are to be paid before the 1st of the new month. All invoices not paid by the 1st of the month will be charged a $5 late fee, per day, until paid.   
• Please be aware you are required to have your own insurance for your display and goods. We Made It and associates are not responsible or liable for damages to property or inventory losses, for any reason.

Services available

Transfer between stores:

If you live closer to one store than the other and would like to have your products transferred to other store for you, we will be happy to do so weekly, saving you time and gas! This service costs $15 each time, payable in store. We will then stock your shelf for you!

Workshops and Pop-Ups:  
Pop-Up-shop spaces are rented by 6ft tables (which you provide, or rent one for $10/day) for $100/day (available during opening hours).  
Backroom storage is available for all vendors. For $10/month you can leave one large bin fully stocked and labeled, and we will restock your shelf for you, as needed!

**Space Rental Fees Cobourg~ Please select which plan you are interested in \*2 months upfront for all new vendors\***

\*

$75/month ~ Shelf space - 3 Month Plan

$70/month ~ Shelf space - 6 Month Plan

$200/month ~ Full Wall Space 2 Ft wide - Monthly Plan

$195/month ~ Full Wall Space 2 Ft wide - 3 Month Plan (save $60/year)

$190/month ~ Full Wall Space 2 Ft wide - 6 Month Plan (save $120/year)

$275/month ~ Full Wall Space 3 Ft wide - Monthly Plan

$270/month ~ Full Wall Space 3 Ft wide - 3 Month Plan (save $60/year)

$265/month ~ Full Wall Space 3 Ft wide - 6 Month Plan (save $120/year)

$160 per month ~ Half-wall Space 2 Ft wide x 4ft high - Monthly Plan

$155 per month ~ Half-wall Space 2 Ft wide x 4ft high – 3 Month Plan (save $60/year)

$150 per month ~ Half-wall Space 2 Ft wide x 4ft high – 6 Month Plan (save $120/year)

\*Plus Tax

**Space Rental Fees Newcastle~ Please select which plan you are interested in \*2 months upfront for all new vendors\***

\*

$50/month ~ Shelf space - Monthly Plan

$45/month ~ Shelf space – 3 Month Plan

$40/month ~ Shelf space – 3 Month Plan

$150/month ~ Full Wall Space 2 Ft wide - Monthly Plan

$135/month ~ Full Wall Space 2 Ft wide - 3 Month Plan

$120/month ~ Full Wall Space 2 Ft wide - 6 Month Plan

$200/month ~ Full Wall Space 3 Ft wide - Monthly Plan

$180/month ~ Full Wall Space 3 Ft wide - 3 Month Plan (save $60/year)

$160/month ~ Full Wall Space 3 Ft wide - 6 Month Plan (save $120/year)

\*Plus Tax

Personal Information

Your First Name \*

Your answer

Your Last Name \*

Your answer

Business Information

Please leave all social accounts and/or shops you have, provided in the space below.

Name \*

Your answer

Email Address - please double check spelling as this is how we will be in contact with you. \*

Your answer

Please provide the name you would like your cheque made out to (business name, full name etc). \*

Your answer

All Shop & Social Media Handles. \*

Your answer

What items will you be stocking at our store? Please keep in mind only items you list below will be allowed as we want no repeat items. \*

Your answer

Please be aware you are required to have your own insurance for your display and goods. We Made It is not responsible for any loss or damage. Please write “agree” if you agree. \*

Your answer

Please send 4 photos of your products to amanda@we-made-it.ca  \*

Your answer

Please send a rough sketch and photos from past stores/markets or Pinterest ideas for your display to amanda@we-made-it.ca. This is a mandatory requirement for approval \*

Your answer

Payment is due by the 1st of every month and can be paid directly through the invoice, or through e-transfer to [wemade-it@outlook.com](mailto:wemade-it@outlook.com). You will receive a receipt upon payment. There will be a fee of $5 per day if late. You will need to provide 2 weeks notice before leaving. Items are to be removed from the store no later than the last day of your contract. Any items still in store by the 3rd of the month will become property of We Made It. Please comment agree below if you agree. \*

Your answer

Please make sure you read the entire document as this is a legally binding agreement. By Electronically signing your name below, you agree to all statements and requirements as listed in this document. Write your full legal name (first and last) in the space below if you agree. \*\*\* Please note this document only becomes binding if you are accepted, and the invoice paid. \*

Your answer

Please DO NOT send payments until you receive an acceptance e-mail and Welcome Package and invoice.