



# The Marketplace

SATURDAY MARKET  
HARRINGTON, WA

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## Booth Rental – Pricing Plan 1

### Terms and Conditions for The Marketplace in Harrington

The Marketplace holds a weekly Saturday Market in downtown Historic Harrington, Washington. Market hours are Saturdays from 10am. – 4 pm excluding some major holidays.

#### **Rent**

The Marketplace offers 10 x 10 booths with slat walls, a place for signage, and power in each booth. Booths are rented for 1-month intervals (four or five Saturdays). Rental fee is \$150 per month. Rent is not refundable. Rental agreements are month-to-month unless otherwise arranged. Two weeks' notice for move out is required. Rental agreement renewals are at the Manager's discretion.

#### **Cashiering, Tracking, Reporting**

The Marketplace will provide cashiering for vendors and will collect and remit applicable sales tax to the Department of Revenue. Each vendor will receive a vendor number so that sales may be tracked accordingly. Assigned vendor number and price must appear legibly on price tags. Vendors may pick up their check and monthly sales report on the first Saturday of each month. Monthly rent will be deducted from the check and vendor will be billed for any rent balance due. In such a case, the rent balance is due by the 10<sup>th</sup> of the month. Failure to pay timely rent will be grounds for immediate termination of the vendor agreement.

#### **Marketing**

The Marketplace will conduct regular marketing via Facebook and Instagram and occasional local print advertising. Promotions and special events in collaboration with other Harrington businesses will also be conducted regularly to help drive traffic.

Harrington holds several events throughout the year. Each brings 500 – 1200 extra people to town. They include a Spring car show in May (200+ cars and 500 – 1000 people in 2021), a Vintage Country Fair in June (around 300 people – this is a new event), and the Fall Festival in September (1000+ visitors).

A calendar of scheduled events and anticipated promotions is posted in The Marketplace. Extended business days/hours due to promotions and events are included in the monthly rent.

## Rental Terms and Conditions for The Marketplace in Harrington, Cont.

### **Vendor Requirements**

All products sold will be approved by the manager. No firearm sales permitted.

Vendors are required to clean, stock, and refresh their booth at least every other week, and are encouraged to work greeting and assisting customers, at least one, 2-4-hour shift, one weekend per month. (Pro tip: You sell more when you work the store.)

Vendors will keep their space clean and tidy and will present a professional and inviting environment.

Vendors are expected to conduct themselves in a professional manner and to be considerate of fellow vendors in the set-up and merchandising of their space. No display may exceed the boundaries of the established booth area, including vertically. This is largely for fire code reasons. If you need a little extra space, just let us know and we will try to accommodate.

We encourage vendors to utilize their own social media to promote their business at The Marketplace. Please refer to our business as, "The Marketplace in Harrington" or "The Saturday Market in Harrington". Please keep posts positive and business focused.

All vendors must move in and set up their booth by Friday at 5pm, by appointment with the manager. We will do our best to accommodate any reasonable request for appointment times. Any Saturday move-out must be pre-arranged with the manager. No Saturday moves will occur before 4pm.

The Marketplace will endeavor to prevent loss; however, we will not assume responsibility for losses due to theft or damage. Vendors enter into a rental agreement with The Marketplace at their own risk.

## Terms and Conditions – Fee plus commission – Pricing Plan 2

The Marketplace holds a weekly Saturday Market in downtown historic Harrington, Washington. Market hours are Saturdays from 10am. – 4 pm excluding some major holidays.

Vendors will pay \$20 monthly vendor fee and 20% commission on gross sales in exchange for having their products for sale at The Marketplace. Vendor checks will be available for pick-up on the first Saturday of each month. The \$20 vendor fee and 20% will be deducted from the vendor's monthly check.

### **Vendor Selection**

We select vendors based on how well the product matches our typical customer (Female 35 +) and the “vibe” of our store. We may also accept or decline an application based on the space we have available. No firearm sales permitted.

### **Marketing**

The Marketplace will conduct regular marketing via Facebook and Instagram and occasional local print advertising. Promotions and special events in collaboration with other Harrington businesses will also be conducted regularly to help drive traffic.

Harrington holds several events throughout the year. Each brings 500 – 1200 extra people to town. They include a Spring car show in May (200+ cars and 500 – 1000 people in 2021), a Vintage Country Fair in June (around 300 people – this is a new event), and the Fall Festival in September (1000+ people, depending on weather).

### **Vendor Requirements**

Vendors are required to clean, stock, and refresh their product. Additionally, vendors should consider working to greet and assist customers, at least one 2-4 hour shift, one weekend per month. (Pro tip: You sell more when you work the store.)

We encourage vendors to utilize their own social media to promote their products at The Marketplace. Please refer to our business as, “The Marketplace in Harrington” or “The Saturday Market in Harrington”. Please keep posts positive and related to business. Tag us in your posts so we can share them!

The Marketplace will endeavor to prevent loss; however, we will not assume responsibility for losses due to theft or damage. Vendors enter into an agreement with The Marketplace at their own risk.