



Upon completion, please email heather@elevatedgr.com

Elevated Grand Rapids *1750 Clyde Park Ave. SW, Grand Rapids, MI 49509*
Vendor Application

First and Last Name _____

Business Name _____

Cell # _____ Email Address _____

I'm interested in a ___ **Booth** (*Preferred Size* ___ x ___), ___ **Wall Space**, ___ **Consignment**

IG@_____ FB@_____

If no social media, please email at least 5 pictures of items/types of items you will be selling to heather@elevatedgr.com . Pictures of a current or past booth are preferred.

Items permitted:

Vintage & Antique Items from the **1980's or older**

Artisan goods – handmade

Upcycled Vintage and Antique Items

Art

Items Not permitted:

Vinyl Records of any kind as we have an exclusive vendor

Vintage Clothing of any kind as we have exclusive vendors

Illegal items of any kind

Anything 1990 and newer unless approved by management – No BARCODES

Elevated believes that every human deserves a safe space to dream big.

Through Collaboration, Support & Education our community will be stronger together.



ELEVATED

REAL. GOOD. STUFF.

Vendor Agreement

Elevated Grand Rapids is a marketplace that believes that every human deserves a safe space to dream big. We know that it is only with Collaboration, Support & Education that our community can grow. When you have a booth, consignment item or art piece at Elevated, you are part of something bigger than yourself. We're committed to providing you the support & encouragement it takes to make a business truly successful. You'll have access to professional photography, free Wi-Fi, main floor showroom, a social media presence for ALL items, packaging and shipping services for your online business, powerful point of sale system allowing for accurate accounting and real time info for all vendors, newly remodeled and Clean restrooms, kitchenette & of course, free gourmet coffee.

Monthly Booth Pricing

\$2.50 per square foot + 10% of all sales

Minimum booth fee is \$50 per month.

Consignment

70/30 split between the vendor and Elevated + 3% for credit card fees.

The vendor receiving 70% and Elevated receiving the 30%. Elevated Grand Rapids will remit balance due by the 10th of the following month of sales made during the previous month.

Consignment is limited to 5 items per month and each item must be \$20 and up.



1. The equivalent of one month's booth fee is required as a security deposit on all booths.
2. A 3-month lease will automatically renew for each additional subsequent month unless 30 day written notification is provided by the vendor.
3. A 30-day written notification must be given in order to be eligible for returning of security deposit.
4. Vendor must provide Elevated with bank account information for direct deposits. On the 7th of the month, Elevated will deposit profits from merchandise sold (less vendor fees) into the vendor's bank account from the previous month. Elevated will provide a monthly statement of activity for each vendor. Consignors & Vendors will be able to enjoy the online portal allowing real time updates of sold merchandise.
5. Booth must be cleaned and left in the same condition in which it was on day one of lease for security deposit to be returned.
6. If the sales of a vendor do not cover the vendor fees for 3 consecutive months, Elevated reserves the right to not renew the vendor's contract. Elevated is however committed to providing the necessary support, advertising and input to assist with selling your merchandise.
7. There is a 10% commission for all merchandise sold by vendors. This amount will be deducted from the monthly vendor payment.
8. If we packed and shipped any of your online sales, those shipping fees will be deducted from the monthly vendor payment.
9. Vendor fees are due on the first day of the month for that month.



10. Vendor fees will be deducted from accumulated sales of the previous month. If vendor fees exceed sales, then payment by the vendor is due by the 17th of the month. If vendor fees are overdue by 30 days, booth merchandise cannot be removed until fees are paid in full. Vendor fees extend from the first day of the month to the last day of the month. Vendors will be notified via email of fees due.

11. Elevated is NOT responsible for the payment to the Treasurer, State of MI. You'll receive a 1099 for your gross sales including the state taxes collected.

12. The close of business on the last day of the month is the cutoff date for processing sales. One month's vendor fees and all commissions will be deducted from the sales. A statement of the month's sales activity will be provided to each vendor via email.

13. Vendors are responsible for furnishing their own tags. Items placed in a booth must have a price tag with the following readable notations on the front: Vendor Number, Item Description, Price. Vendors are solely responsible for securely fastening all tags.

14. Elevated wants the customer to have the most authentic experience possible when shopping our vintage & antique, **used** items. While we will not advertise that you can negotiate, we want to be able to provide that experience to the customer that inquires. It is best to build 20% into every item you place in your booth to allow for that process. We are committed to selling your item at the VERY BEST PRICE possible. We will always work for our vendors in that regard. Items can also be marked FIRM which would let us know that there is no wiggle room on that item. THIS DOES NOT APPLY TO ARTISAN ITEMS OR ARTWORK as these are considered new, retail item. We will not call vendors to inquire as this is not conducive to the selling process.

15. Vendors are responsible for keeping their booth clean & dusted.

16. Management reserves the right to prohibit any item from being sold on the premises. Vendors on site at Elevated may negotiate a special deal or a reduced price to a customer but are not allowed to complete the sale on premises without going through the Elevated register.

17. Management reserves the right to refuse any merchandise we feel is inappropriate.



18. Michigan smoking laws will be enforced. Residents and visitors are protected from exposure to secondhand tobacco smoke in all restaurants, bars and businesses, thanks to Public Act 188 of 2009, Michigan's Smoke-Free Air Law. Smoking outside at least 20 feet from any doorway or open window is allowed. Cigarette receptacles provided by management must be used.

19. Vendors shall always abide by codes, ordinances and city, county, state and other governmental agencies having jurisdiction over the conduct of the vendor's business.

20. Move-outs shall occur on or before the last day of the month unless otherwise discussed with management. Holdovers will be charged an additional month's vendor fees. Management must be given a written, 30-day advanced notice of a move-out BY THE FIRST DAY OF THE MONTH. Vendor must settle all overdue fees, charges and damages before removing merchandise from Elevated on move-out day.

21. Elevated Grand Rapids, for numerous reasons including the safety of our staff, has determined that a cashless system is best. We will accept ALL major payment types to allow our customers the best shopping experience.

22. Vendor is responsible for his/her own rental insurance. Elevated will not be responsible for any loss or damage of merchandise, property or equipment, either from natural or unnatural causes such as theft, fire, flood, wind, rain, or any other causes whatsoever. Elevated Grand Rapids will have camera assisted security and is committed to putting the safety of our vendors, customers and of course inventory at the forefront of our concern. We are not responsible for theft and will not replace, refund or restore items stolen or damaged.

23. No electrical items with cloth or frayed cords may be plugged in at any time. Testing of said items is allowed at the front register's outlet.

24. It is critical that all vintage items be clean and ready to sell when they are dropped off at Elevated. Lead paint must be sealed so that it is not falling off the item and dirt & mold must be removed. We are committed to displaying your finds in the best possible way to assist the goal of a quick sale so please be sure that the items we receive are in the best possible shape.



I have read, fully understand and agree to the above terms and guidelines set forth by Elevated and will abide by them.

Dealer Date: _____ Signature: _____

Elevated Date: _____ Signature: _____

I, _____, hereby release Elevated Grand Rapids, its employees and management company from any liability, accident, theft, damage, injury or concern that occurs while I, a dealer, are on the premises of Elevated. I contract space and assume all liability and responsibility for my property, safety, wellbeing and health while on the premises of Elevated and do hereby release Elevated from any responsibility, compensation or recompense.

Booth/Vendor number _____

Total due monthly for booth _____

Square footage, description _____

Other _____

Deposit amount due \$ _____. Deposit will be refunded with a 30-day written notification of moving out and a booth left clean and in excellent shape.