

THE
ALLEY EXCHANGE
— EST. 2014 —
A DIFFERENT WAY TO SHOP

POP-UP-SHOPS

Vendor Contract

Welcome to The ALLEY EXCHANGE hosted pop-up-shops. We are excited to bring you a home-grown public market place, centrally located in the Capitol city of Pierre, SD. You will find a mixed vendor market place offering retail opportunities for local artisans, retail outlets and micro businesses. The pop-up-shop event is an opportunity to test your product in the Pierre community & market your business. With the success of our previous events, we have provided over 15 businesses the opportunity to expand into a new market!

When & Where:

THURSDAY MARCH 26-SUNDAY MARCH 29

THE ALLEY EXCHANGE: 339 S Pierre Street. Pierre, SD 57501

How to Become a Vendor:

THE ALLEY EXCHANGE has a priority in creating an ideal environment which reflects the local Pierre community and offers the appropriate mix of eclectic goods. We will be reviewing vendor applications and making selections based on the needs of the market. Please submit a small portfolio of your work or product offered via email to Emily Bernhard at emilyb@zmidwest.com.

THE ALLEY EXCHANGE VENDOR CONTRACT

| | |
|--------------------------------|----------------|
| DATE | BUSINESS NAME |
| PRIMARY CONTACT/BUSINESS OWNER | CELL NUMBER |
| MAILING ADDRESS | CITY/STATE/ZIP |
| E-MAIL | WEBSITE |

Vendor space allocation will be approximately a 10X10 area or a table rental. How many booths/tables do you need to accommodate your product? _____

Please describe all types of product to be sold.

- Item 1: _____
- Item 2: _____
- Item 3: _____
- Item 4: _____
- Item 5: _____
- Item 6: _____
- Item 7: _____
- Item 8: _____
- Item 9: _____
- Item 10: _____

If needed, please attach further information for products to be sold.

I hereby register to sell at THE ALLEY EXCHANGE pop-up-shop market. I understand that this contract relates only to the products listed herein and that any further products will require approval by THE ALLEY EXCHANGE management. I certify that the products above are produced in accordance with all county, state and federal laws

I understand that sales tax applies on all sales made at THE ALLEY EXCHANGE pop-up-shop event. I agree to comply with Pierre, SD city tax percentages as well as the South Dakota state tax percent and the South Dakota tourism tax required for a special event. (This total is 7.5%) I agree to complete the Special Event Tax Return form provided by THE ALLEY EXCHANGE, and report all collected taxes paid on merchandise at the pop-up-shop event. For additional questions regarding event taxes please contact Toni Kenefick-Aschoff at the South Dakota Department of Revenue (605) 773-3311, or email bustax@state.sd.us. A copy of your sales tax license will be provided prior to the event.

Attached is a \$50 deposit to hold my booth. **This deposit will be applied to total costs** following the pop-up-shop event. In the event of cancellations less than 30 days prior to THE ALLEY EXCHANGE pop-up-shop, the deposit will not be refunded.

With this form complete, I agree to participate and pay for the dates I have committed to THE ALLEY EXCHANGE pop-up-shop event.

Signature _____ Date _____

Please contact Emily Bernhard with THE ALLEY EXCHANGE with any questions or concerns. Checks are payable to THE ALLEY EXCHANGE and can be mailed with this completed form to:

1000 N. Garfield Ave.
Pierre, SD 57501
605)945-2441
emilyb@zmidwest.com

WWW.THEALLEYEXCHANGE.COM

WWW.FACEBOOK.COM/THEALLEYEXCHANGE

