



Austin Junior Forum 2009 Christmas at the Caswell House Gift Shop Consignor Operating Policy

1. 2009 Christmas at Caswell Gift Shop will be held November 5-15, 2009, in the Daniel H. Caswell House, 1404 West Avenue, Austin, Texas. The gift shop shall be staffed, maintained and merchandised by the members and 2009 Gift Shop committee. Gift Shop hours shall be determined by said committee and shall include but not be limited to 10 am to 3 pm November 5-15, 2009, and during special evening events. This may be changed for any reason if said committee deems it necessary.
2. Consignor has paid a nonrefundable vendor fee of \$250 to have merchandise for sale during the 2009 Christmas at Caswell event. Vendor fee and signed Operating Policy and Agreement due by August 14.
3. Consignor agrees that 20% of total sales will be donated and deducted from their vendor check. Additionally, should a customer use MasterCard or Visa credit card to purchase consignor's merchandise, a 4% fee will be deducted from the sale of that item. This is to cover credit card and merchant service charges.
4. Consignor checks will be mailed to consignor no later than the week of November 30th.
5. The Gift Shop Committee reserves the right to reject any merchandise it deems as unacceptable as to price, quality of materials and workmanship, and/or marketability.
6. Merchandise to be consigned to the gift shop must be delivered to the Caswell House, 1404 West Ave., Austin, Texas, in person on either Friday, October 30, or Saturday, October 31 by appointment. We will assign a specific day and time for drop-off during the week of October 5th. If you are an out of town vendor, your merchandise must arrive at the Caswell House no later than Friday, October 30. **On the date of merchandise drop-off, vendors MUST bring with them a complete inventory list of your merchandise with your name, company name (if applicable), vendor number, and your phone numbers where you can be reached. Please allow time during this drop-off time slot to assist us in checking that your merchandise matches your inventory so that we can maintain an accurate inventory and make sure all of your items are either sold or returned to you.** If you choose not to provide us with an inventory, you will be asked to sign a waiver stating that you understand this will greatly increase the odds of merchandise not being returned to you in an organized fashion. An accurate inventory is the only way we can ensure minimal loss for our vendors.

7. All merchandise must be tagged legibly with either a barcode price tag provided by the pricing team. This will expedite sales and decrease data entry errors. **A pricing team member will work with you to complete a pricing / bar-coded spreadsheet with an assigned vendor code to generate pricing labels.**
 - The barcode price tag will include the vendor #, product #, and product price.
 - **Price Tag Labels Must Not be Folded When Placing on Product.**
Contact names: Linda Cavazos 512-775-1152; Stacy Avery 512-773-7590
8. AJF will collect and remit sales tax to the Texas State Comptroller for all merchandise sold on premises.
9. All merchandise that has not been sold during Christmas at Caswell **must be picked up in person by appointment the week following the event.** If you are an out of town vendor, you will need to supply AJF with UPS return tags with which any merchandise not sold will be shipped to you on or before November 20, 2009.
10. Consignors may call for a vendor report of sales November 5-15, 2009, during the hours of 9-9:45 am, and 3:30-4:00 pm. Should we be busy with restocking, closing or receiving merchandise, please be understanding and call back later.
11. The Gift Shop committee may call you to bring more merchandise to the Caswell House. Merchandise may only be received during the hours of 9-9:45 am and 3-4 pm each day. It must also be accompanied by an inventory of what was brought that day. **Absolutely NO merchandise will be received during the hours the gift shop is open to the public.**
12. Consignors will be listed on the Austin Junior Forum website. There will also be signage at the event advertising our consignors.
13. Upon drop-off of merchandise, you will be given a card with the phone number to call for updates as well as your pickup date and time.

I have read and understand the Christmas at Caswell Consignor's Operating Policy and agree to its terms and conditions.

Consignor

Consignor Vendor Number

Printed Name

Date signed