



At Furnish, we have one goal: divert items from the garbage and make them available to the community as usable goods as quickly as possible. We know that there are so many people in Alaska who already do this in their daily lives, and also many who see the value in sustainable consumption. Furnish is just here to bring those goods and people together.

We'd love for you to join our salvage community! There are a few scenarios where you are able to consign your usable goods at Furnish as a vendor:

Scenario 1: You love to collect and find items **on your own** and transform them into usable goods, and you want a place to sell them. You've come to the right place! Our only rule is that EVERY item you bring in has an element of reuse. Commission on these items is 70% to you.

Scenario 2: You're looking for any excuse to stop by our studio and you want to take home materials **we've collected** and turn them into usable goods:

- Yes please! You may take items to use for a \$25 deposit, and that deposit will be returned to you on your next payment for items sold.
- Since we're all about things becoming available to the community to reuse ASAP, items must be returned in the form of usable goods or in original condition within 30 days, or we'll have to keep your deposit. We've all had those projects sitting in our garage for a year... so let's stay motivated together to get those projects moving!
 - Note: \$25 deposit is subject to change depending on the materials/items used. For example, some fabric or wood pieces would be a \$25 deposit, but if you wanted to take a dining room table, that could be a higher deposit amount determined by the Furnish team.
- Commission on these items is 70% to you.

Scenario 3: You have a furniture item you want to consign at the store. Commission on these items is 30% to you.

- These items must be approved by the Shop Manager.
- Examples of a furniture item are: tables, chairs, end tables, bookshelves, dressers, benches, desks.
- Couches are not accepted.
- If your item needs a makeover before it will sell, we are happy to do that for you. We want to make these items sellable at a price that benefits both parties!

If you fall into one of these categories, yay! You're a great candidate to be a vendor! One thing that makes our consignment model unique is that we do not charge rent. We want to make it easy and cost effective for you to reuse, repurpose and transform. In lieu of rent, we just ask a few things of you:

1. Just one housekeeping task - please price **every** one of your items. This will help us tremendously from a time and organization perspective. It ensures that your items are sellable immediately when you bring them to us!
2. Share! We ask that you spread the good word to all your friends and family to come and shop at Furnish as often as possible.
3. Share online! As much as we can, we like to talk about all the different items we have in the shop. Please share these on your social media outlets as often as you can. See the Marketing + Promoting section below for a little more info on our content that you can share on your pages.
4. Collaborate! We want to build Furnish as a community and a collective, rather than just an outlet for selling. We host regular vendor work days where you help us transform things and we have salvaged from the community and we ask that you join us as often as you can! It's fun, creative, and a great way to meet other people within the community who also love to reuse!

Excited?! Now here's the administrative stuff:

- **Minimum Inventory** - We ask that you have at least \$100 worth of items for sale. For example, this can be one piece of furniture worth \$100 or more, or a collection of 10 necklaces worth \$10 each.
- **Inventory Drop-Off** – For your initial drop-off, we'll have a discussion on the best way to display what you are selling and make a plan from there! After that, please check in with us on the designated drop-off hours.
- **Inventory On Hand** - We'll be continuously reviewing what items are making it back into the community as usable goods. We want your items to sell just as much as you do! If something you bring to the store is taking longer to sell, we will reach out to you to brainstorm how we can turn those reused items into sales!
- **Commission %** - Please see above for your commission % for each scenario.
- **Payments** – You will receive your commission payment for sales on the 5th of every month for the previous month. For example, you would receive your payment for April's sales on May 5th. You can request to receive your payment using Venmo, Paypal or Facebook pay or another electronic method. We do not pay out with cash or checks. To keep track of your sales, we can provide you with an itemized list of your sales at any time upon request.
- **Insurance** - You are encouraged to get insurance on your own if you'd like, we are not able to provide it for you. We have had some theft in the building and although we don't expect burglary to include your items (they are looking for cash and power tools), we recommend considering your own insurance policy.
- **Pricing + Tagging** – Please price **every** item. If you need materials to tag, we have some! Feel free to take it and use it. When you first bring items to the store, we will assign you initials that will be used for tracking the sale of your items. You will write this 2-3 digit code on each of your tags. Please confirm your code with us first – for example, if your initials are DM, we may already have a vendor with those initials and we'd need to give you another combination of letters!
- **Documentation** - We may need a completed W9 on file once you have received \$600 or more in payments. Once you hit that point, we will send it over! For now, all I need is this signed document saying you agree with all of the above and you're excited to start!
- **Marketing + Promoting** – when you have an item for sale at Furnish, we will do everything we can to find it a new home.
 - Social media – we will promote new items on our social media accounts to draw customers in for in-store shopping as much as possible. We highly suggest sharing our content on your own accounts or posting on your own and tagging Furnish to create demand and raise awareness for your items!
 - Online store – we will list many items on the Furnish website online store as well.
 - Facebook Marketplace – when appropriate, we will list items on Facebook Marketplace too. Please do not create your own listing, just share our listing to spread the word!
 - Word of mouth - Please tell your friends about us! We are still a young business and we are excited to grow and be an avid part of the community

Ready?! Awesome! If you have any questions, please don't hesitate to ask (furnishstudioandsalvage@gmail.com).

Thank you and welcome to the family!



Darcy, Kayla, Kim + Jessica

We need your contact info, please! We'll use this to get ahold of you but also to promote your business.

Name: _____ Phone: _____

Email: _____

Website: _____

Social Media Accounts (include any that apply): _____

Preferred method of communication for monthly vendor updates: Email _____ Text _____

I have read and agree to the vendor consignment agreement and the terms listed above. If you are under 18 years of age, please provide a signature of your parent or guardian as well!

If typing my name into this document, I am authorizing the electronic signature and agreement to the terms listed above.

Name: _____ Sign: _____
(print)

Date: _____

If under the age of 18, Parent/Guardian Name: _____

Parent/Guardian Sign: _____

Date: _____