MARSH RIVER CO-OP CRAFT CONSIGNMENT POLICY AND CRAFTER AGREEMENT

Updated August 2026

APPLICATION AND APPROVAL PROCESS

1. The Marsh River Co-op ("MRC") will accept handcrafted products on consignment from local makers ("Crafters") after approval by the MRC Crafters' Committee ("Committee") or Designee. Crafters who want to sell their products at the MRC must submit a completed MRC Crafter Application to the Committee.

2. The Committee will review applications using the following criteria:

a) Products are original and of high quality
b) Products are handmade by Crafters
c) Prices are suitable for MRC customers
d) Products add to the diversity of available merchandise
e) Products can be displayed effectively without breaking
f) Crafter is a member of the Co-op with preference to Producer Members
g) Crafter is within the Marsh River Co-op producer mileage radius (20 miles).

3. The Committee reviews applications on a rolling basis. A response will be provided to any application within one month.

4. Crafters agree to sell only products handcrafted by themselves as described on their application. Crafters who currently have products approved for sale at MRC who want to add substantially different types of products for sale must go through a new review process for the new items.

5. MRC reserves the right to deny applications or individual products that do not meet the criteria above.

PRICING AND PAYMENT

6. MRC will sell products at the Crafter's wholesale price plus MRC markup. The MRC markup will be different for member and non-member Crafters (currently 25% markup for members; 30% markup for non-members). Maine State sales tax will be calculated during checkout and added to the product at the register on top of the retail price.

7. MRC will pay Crafters for sales of their products on a monthly basis, by the 10th of the following month and will provide a description of sales either on the check or by separate report.

8. MRC will provide all reasonable loss prevention services to ensure that Crafters' goods are secure. However, the MRC is not responsible for products that are lost, stolen or broken unless the loss was a direct result of the actions of an employee or volunteer.

9. Crafters are responsible for any items returned by customers by refunding their consignment payment to the MRC for returned items or working directly with customers to repair or exchange defective items. (MRC will only accept returns if the item is defective)

LABELING AND PRICING:

10. Crafters are required to complete a Product Sheet when dropping off their product(s). On it, they will provide a list of all the types of products and the price they would like to receive. If at any time the Crafter changes an existing product's price point or brings in a new type of product within their approved category, they must bring an updated Product Sheet.

11. Crafters will be assigned a unique business code upon acceptance. All products must be clearly labeled with the code and retail price.

MERCHANDISING AND RESTOCKING:

12. New products may be dropped off at MRC any time during business hours. Crafters will send an email to crafts.marshrivercoop@gmail.com to notify the Committee of the delivery. The Committee or Designee will then verify that products are labeled and on the Product Sheet before placing products on the sales floor.

13. MRC is authorized to display, merchandise, and photograph Products for use in MRC communications.

14. Freestanding displays may be provided and will be used at the discretion of the Committee or Designee. Displays must be labeled with the business code or name.

15. While MRC will make every effort to accommodate the display wishes of Crafters, MRC volunteers and employees are authorized to make adjustments to displays as necessary to maintain the overall best appearance of the craft area. The sales volume of each Crafter may be considered in the allocation and location of display space.

16. MRC is authorized to contact Crafters regarding their inventory, including for the reasons below:

a) A resupply is needed based on low inventory
b) A holiday or season has passed and seasonal products need to be picked up
c) Unsold products need to be picked up, replaced with new products, or discounted

MEMBERSHIP AND VOLUNTEER EXPECTATIONS OF CRAFTERS

17. Crafters are encouraged to join MRC as Producer Members and to volunteer.

I hereby agree to abide by the above policy.

Crafter Name: _____

Address: _____

Tel:_____ Email: _____

Crafter Signature: _____ Date: _____