

ARTISAN GUIDELINES

All artisans that have applied and have been accepted as a artisan in Sugar Farms Marketplace will be required to place an initial deposit in addition to their first month's artisan fees. If artisan is coming in mid-month, the fees will be pro-rated based on the number of days in the month and a credit will be issued towards the following month's fees.

All deposits will be returned once the artisan is:

1. No longer an artisan with SFM
2. They have fulfilled their artisan term chosen at the time of registration
3. Their space is completely emptied and cleaned out for the next artisan (the space needs to be left in the same condition received in).
4. There is no damage within their artisan space.

If any of these terms are not complete the artisan will automatically forfeit their paid deposit.

All artisan fees are due by the 1st of every month. Check or cash will need to be dropped off at Sugar Farms Marketplace. A receipt will be given once paid.

All commissions will be paid out on the 10th of the following of every month (less any discounts or offers approved by both SFM and each artisan). All artisans will receive an itemized print out of all products sold.

SFM takes full responsibility for any stolen items while on display within SFM up to \$500 in value each year. Any products used for display or testing purposes are at the expense of each artisan and SFM will take no responsibility for the consumption, use, or damage of displays. SFM recommends that all artisans gain their own insurance to protect their products due to any and all damage.

Each artisan is responsible for following SFM's highly curated standards. SFM has full discretion and control to change or edit any and all artisan displays as they deem fit.

SFM will have stringent inventory regulations that must be followed at all times. To add, remove, or edit any and all displays each artisan must check-in with a floor manager at each time. SFM recommends that an appointment is made prior to arrival. If for any reason SFM feels that a artisan space needs to be replenished before a time has been setup, the floor manager will personally call said artisan to recommend re-stocking.

If your product is located within any other retail location within Carmel-by-the-Sea we ask that it not undercut our pricing and stay inline with listed pricing within SFM.

SUGAR FARMS -MARKETPLACE-

ARTISAN GUIDELINES CONT'D

For any custom orders SFM will still require its standard commission rates set forth at time of registration.

Any and all marketing material placed within artisan spaces must have SFM's contact phone number and email. No artisan's personal contact information will be allowed on any marketing materials within SFM.

Any and all signage must be approved by SFM prior to setup

Premier Artisans:

Once an artisan has been an artisan for one year, SFM has the right to determine if said artisan should be moved to premier artisan status. At that time the artisan will no longer be responsible for artisan fees or commissions. Each premier artisan will instead be changed to a 50/50 wholesale retail agreement. Premier artisans will be paid on the 10th of the following of every month in the amount that is equal to 50% of all product sales (less any discounts or offers approved by both SFM and each artisan). All artisans will receive an itemized print out of all products sold. Premier artisans will have priority artisan location (based on SFM management's discretion and artisan booth availability) in addition to opportunities exclusive to them.