

Summer Institute Vendor Policies & Responsibilities

The Summer Institute Bookstore welcomes vendors to sell items on consignment during the week of SI. The bookstore welcomes vendors who share in the overall commitment to upholding the quality standards set by OMD. It is imperative that all merchandise be age appropriate and suitable for all SI attendees. It is up to the discretion of the bookstore coordinators in conjunction with the SI Planning Committee to determine if an item fails to meet these standards.

The following list is vendor responsibilities.

1. Vendors should have all merchandise priced and labeled with Vendor ID prior to check in. Label each item with Vendor ID and price on removable price stickers in a bright, visible color. These stickers will be used to track sales.
2. Vendor ID is the first and last letter of your first name and the first letter of your last name. Ex: Anne Jones = AEJ, Susan Smith = SNS.
3. Vendor check - in begins at 5:00 on Sunday.
4. Vendors should have the SI Vendor Form completely filled out prior to set up. Upon arrival, vendor should check in with coordinators. It is the vendor's responsibility to set up display of his/her merchandise. **Debbie and Beth will NOT label or set up your merchandise.** Please make sure your display is as compact as possible so that we can accommodate all our vendors. Once set up is complete, vendors should turn in the SI Vendor Form to the bookstore coordinators. **Inventory will not be taken at the Bookstore.** You should make an inventory of your items before you arrive if you want one for your records.
5. During the week of SI it is the vendor's responsibility to once a day check on his/her items and to properly display, refill and keep neat. If merchandise is refilled, make sure it is properly labeled. **If new merchandise is added during the week it must be done after hours and it must be labeled and added to your SI Vendor Form.** Neither the bookstore nor SI accepts responsibility for any vendor items during the week of SI.
6. Vendor's merchandise must be picked up on Friday starting at 1:00pm. After items are packed, check in with the bookstore coordinators and initial your SI Vendor Form.
7. The vendor will receive a check for items sold less %15 approximately 2 weeks after the end of SI.
8. Any checks not cashed within 6 months of SI will be considered a donation to OMDSI. If vendors do not receive their checks within a month of SI, please contact the district office at office@ohiomeadville.org.

Updated March 22, 2016