



# LOCAL ARTIST & CRAFTSPERSON VENDOR PROGRAM

## *Policy & Procedures Manual*

LivingHouse Garden Center | 12218 Boyette Road, Riverview, FL 33569

<b>Effective Date</b>	Upon Adoption
<b>Last Updated</b>	April 15, 2026
<b>Review Cycle</b>	Annually (or as needed)
<b>Administered By</b>	LivingHouse Garden Center Management

## 1. Purpose & Program Overview

This policy establishes the guidelines and procedures for the Local Artist & Craftsperson Vendor Program (the "Program") at LivingHouse Garden Center, located at 12218 Boyette Road, Riverview, FL 33569. The Program is designed to celebrate local creativity by offering artisans a dedicated retail space within our center to display and sell handcrafted, outdoor-focused products.

The arrangement is structured as a consignment-style partnership:

- Artists set their own retail pricing for each product.
- Artists are responsible for staging, displaying, and maintaining their own inventory on the sales floor.
- LivingHouse Garden Center provides the retail space and handles all point-of-sale transactions.
- LivingHouse Garden Center tracks all sales and provides monthly sales reports to each artist.
- LivingHouse Garden Center collects and remits all applicable Florida sales tax on every transaction.



## 1. Purpose & Program Overview (continued)

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- A consignment fee of 18% is deducted from the artist's retail price at the time of sale. The remaining 82% is disbursed to the artist on a monthly basis.

## 2. Eligible Product Guidelines

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All products submitted for the Program must be handcrafted, primarily outdoor-appropriate, and consistent with LivingHouse Garden Center's brand and customer base. Products must be made by the applying artist or craftsperson themselves.

### 2.1 Approved Product Categories

- Garden art & sculptures (ceramic, metal, stone, wood, mosaic, glass)
- Planters, pots, and decorative containers (handmade or uniquely painted/glazed)
- Wind chimes, garden spinners, and kinetic art
- Birdhouses, bird feeders, insect hotels, and wildlife habitat structures
- Handcrafted garden signs, address markers, and decorative stakes
- Outdoor-safe candles, lanterns, and decorative lighting
- Upcycled or repurposed garden decor
- Seasonal and holiday outdoor decorations
- Natural wreaths, floral arrangements, and dried botanical art
- Handmade garden tools, gloves, or accessories with artisan finishing

### 2.2 Product Standards

- All products must be weatherproof or clearly labeled as "indoor/covered patio use only."
- Items must be finished, safe, and free from sharp edges, toxic finishes, or structural hazards.
- Products must be clearly labeled with the artist's name, product description, and retail price.
- Pricing tags must be securely attached and legible.
- Products must not infringe on any trademark, copyright, or intellectual property.

### 2.3 Prohibited Items

- Mass-produced or commercially manufactured goods (not handmade)
- Items with no relevance to outdoor, garden, or nature themes
- Food products, plants, or living organisms
- Items containing offensive, political, or inappropriate content



## 2. Eligible Product Guidelines

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- Products that duplicate items already carried by LivingHouse Garden Center's primary inventory

## 3. Application & Approval Process

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### 3.1 How to Apply

Interested artists and craftspersons must complete the Artist Vendor Application Form, available at the LivingHouse Garden Center customer service desk or by request via email. The application must include the following for each product or product line being submitted:

#### 3.1.1 Applicant Information

- Full legal name, business name (if applicable), mailing address, phone number, and email address
- A brief artist or craftsperson bio describing your background, creative process, and inspiration
- Any relevant social media handles or website links showcasing your work

#### 3.1.2 Product Description

- A complete written description of each item or product line, including materials used, dimensions, weight, and finish
- The outdoor suitability of each item — whether it is fully weatherproof, weather-resistant, or intended for covered/indoor use only
- Any care or maintenance instructions the customer should be aware of
- Whether the item is a one-of-a-kind piece or part of a reproducible line

#### 3.1.3 Pricing

- The proposed retail price for each individual item or SKU, set by the artist
- If items are sold as sets or in multiples, the pricing structure for each configuration
- A brief explanation of how the price was determined (cost of materials, labor, market comparison, etc.) — this is for internal review purposes only and will not be shared publicly

#### 3.1.4 Production & Sales Estimates

- Estimated quantity of each item the artist can produce per month (production capacity)



### 3.1.4 Production & Sales Estimates (continued)

- Estimated quantity of each item the artist expects to sell per month based on past experience, comparable venues, or market research
- Minimum and maximum inventory levels the artist intends to maintain on the sales floor at any given time
- Anticipated lead time to restock a sold-out item

### 3.1.5 Images

- A minimum of 5 high-quality photographs per product or product line submitted
- Images must show the item from multiple angles, including close-ups of texture, finish, or detail work
- At least one image should show the item staged in an outdoor, garden, patio, or backyard setting to demonstrate real-world presentation
- Images may be submitted digitally (JPEG or PNG, minimum 1MB each) via email or on a USB drive

### 3.1.6 Display Preferences

- A description of how the artist would like their items displayed — including preferred placement (floor, shelf, hanging, pedestal, ground-level, etc.)
- Any specific display fixtures, stands, signage, or props the artist intends to provide and use within their assigned space
- Approximate square footage or display footprint the artist expects to need
- Any special conditions required for display, such as shade, proximity to water features, or weight-bearing surface needs
- A simple sketch or photo reference of the intended display layout is encouraged but not required

## 3.2 Review & Decision

Applications are reviewed by management on a rolling basis, typically within 5–10 business days. Management evaluates applications based on:

- Alignment with approved product categories
- Quality and craftsmanship of submitted samples or photos
- Originality and uniqueness of the work
- Available display space at the Riverview location
- Diversity and balance of the overall vendor mix

Applicants will be notified of the decision by email or phone. Approved artists will be invited to an onboarding meeting before their products are placed on the sales floor.



### 3.3 Vendor Agreement

Approved artists must sign a Vendor Agreement prior to placing any items for sale. The agreement covers the terms of the consignment arrangement, the 18% consignment fee structure, liability, insurance requirements, and compliance with this policy. The Vendor Agreement is renewed annually.

## 4. Inventory Management

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### 4.1 Artist Responsibilities

- Artists are solely responsible for maintaining their own inventory, including restocking, replacing damaged items, and removing discontinued products.
- Each artist is assigned a designated display area. Items must be staged and maintained within that area only.
- Inventory must be reviewed and refreshed by the artist at least once every 30 days.
- Artists must notify management in writing at least 48 hours in advance of any major display changes.
- All items placed on the floor must be logged in the Artist Inventory Log provided during onboarding.

### 4.2 LivingHouse Garden Center Responsibilities

- Management will track all sales through the point-of-sale (POS) system, tied to each artist's unique vendor ID.
- A monthly sales report will be provided to each active artist no later than the 5th of the following month.
- Staff will not rearrange, move, or remove an artist's items without prior notice, except in cases of safety, store operations, or seasonal resets.
- Management reserves the right to request the removal of any item that no longer meets policy standards.
- LivingHouse Garden Center reserves the right to remove any item from the sales floor at any time, without prior notice, at its sole discretion. Removed items will be held for artist retrieval for a minimum of 14 days.

### 4.3 Damaged or Missing Items

- LivingHouse Garden Center is not liable for items lost, stolen, or damaged while on the sales floor. Artists are encouraged to carry their own insurance.
- If theft or damage occurs, management will document the incident and notify the artist promptly.
- Artists may choose to file a police report for stolen items. LivingHouse Garden Center will cooperate fully with any investigation.



### 4.4 Unsold Inventory

- Items that remain unsold for 90 consecutive days may be flagged by management for removal.
- Artists will be notified and given 14 days to retrieve flagged items or refresh the display.
- Items not retrieved within 30 days of notice may be donated to a local charity at management's discretion.

## 5. Profit Management & Disbursement

### 5.1 Pricing & Consignment Fee

Artists set their own retail prices for all items. LivingHouse Garden Center retains an 18% consignment fee from the artist's stated retail price on each item sold. The artist receives the remaining 82%.

Florida sales tax is collected separately on top of the retail price at the point of sale and is remitted entirely to the Florida Department of Revenue. Sales tax is never deducted from artist payouts.

Artist's Retail Price	LivingHouse Fee (18%)	Florida Sales Tax (7%)*	Artist Payout (82%)
\$20.00	\$3.60	\$1.40	\$16.40
\$50.00	\$9.00	\$3.50	\$41.00
\$100.00	\$18.00	\$7.00	\$82.00
\$150.00	\$27.00	\$10.50	\$123.00

\* Sales tax rate shown is illustrative. Actual rate is determined by the Florida Department of Revenue for the Riverview, FL 33569 location and is subject to change.

### 5.2 Sales Tracking

- All sales are recorded through the LivingHouse Garden Center POS system, linked to each artist by a unique vendor ID.
- LivingHouse Garden Center is responsible for maintaining accurate sales records for all artist transactions.
- A monthly sales summary report will be provided to each vendor no later than the 5th of the following month.
- Artists may request a sales update at any time during business hours.



### 5.3 Disbursement Schedule

- Artist payouts are processed on or before the 10th of each month for all sales completed in the prior calendar month.
- Payments are issued by check or direct deposit (ACH), per the artist's preference on file.
- A minimum balance of \$10.00 must be accrued before a payout is issued. Balances below this threshold will roll over to the following month.
- Checks not cashed within 90 days of issuance will be voided. The balance will be held for 12 months before being forfeited in compliance with Florida unclaimed property law.

### 5.4 Tax Responsibilities

Artists participate in the Program as independent contractors. LivingHouse Garden Center will issue a Form 1099-NEC to any artist whose annual payout exceeds \$600 in a calendar year. Artists are solely responsible for reporting and paying their own federal and state income taxes. LivingHouse Garden Center collects and remits all applicable Florida sales tax at the point of sale on the artist's behalf.

## 6. General Terms & Conditions

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### 6.1 Display Space

- Display space is assigned by management at the 12218 Boyette Road location and is subject to change based on program needs, seasonality, or store operations.
- Artists may not sublease, share, or assign their display space to another party.

### 6.2 Program Termination

- Either party may terminate participation in the Program with 14 days' written notice.
- Upon termination, the artist must retrieve all unsold inventory within 7 days.
- LivingHouse Garden Center reserves the right to immediately suspend an artist's participation for policy violations, product safety concerns, or conduct issues.
- Final payouts for all completed sales will be issued at the next regular disbursement cycle (by the 10th of the following month) after termination.

### 6.3 Rates, Conditions & Policy Updates

LivingHouse Garden Center reserves the right to modify the consignment fee, disbursement schedule, program conditions, or any other terms of this policy at any time. Active vendors will be notified of any such changes in writing at least 30 days prior to the effective date of the change.

(continued in the next page)



### **6.3 Rates, Conditions & Policy Updates (continued)**

Continued participation in the Program following the notice period constitutes acceptance of the updated rates and conditions. Artists who do not wish to continue under the revised terms may withdraw from the Program by providing written notice before the effective date, in accordance with Section 6.2.

## **7. Acknowledgment & Signature**

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By signing below, the artist acknowledges that they have read, understood, and agree to comply with all terms of this policy, including the 18% consignment fee structure and the monthly disbursement schedule.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
LivingHouse Garden Center Representative