

## STYLE '19 Check Out Procedures for Vendors

The *Style* event will run on a central cashier, so all purchases will be done through the Museum rather than each individual vendor. No purchases should ever be made between a customer and vendor. If a piece is special ordered, it must be paid in full onsite through MCD.

We accept all debit cards, credit cards and cash – NO CHECKS. We will have 4 – 5 cashiers staffed at all times. All cashiers will be using Square Point of Sale:

- (2) Permanent Credit Card and Cash Checkouts
- (3) Roaming “Express Credit Card” Cashiers (look for the red MCD apron)

Triplicate receipt books will be provided to all artists. Each party will receive a physical copy:

- **WHITE** – MUSEUM
- **PINK** – CUSTOMER
- **YELLOW** – VENDOR

On the receipt the artist will always include:

- 4-digit artist code (ex: 41CH)
- Customer’s Name and Email (address – optional)
- Description and price of each individual item sold
- **Total sale amount** (cashier will calculate the 8.5% sales tax)

For each purchase, customers will take the entire triplicate receipt to the cashier for payment. Buyers may leave their items for wrapping while they checkout. Vendors are responsible for all wrapping, gift bags, boxes, etc.

Upon checkout, the cashier will keep the original **WHITE** receipt for the Museum. The customer will keep the **PINK** copy and return the **YELLOW** copy with the **PAID** stamp to take back to the artist so they may pickup their items. The artists may keep the yellow copy for their records. Customers will additionally receive a digital email or text receipt (unless they opt out) immediately from Square.

When the customer comes back with the stamped **PAID** receipt, you will then give them their purchased item(s). *All Sales Final* is stamped at the bottom of the customer’s receipt, as well.

### Event Close / Post Event

- Museum is not responsible for any post-event shipping arrangements regarding purchases made at the event (\*see *Addendum* below regarding special orders)
- Please return your sales book to the cashier’s desk when you leave on Sunday
- Within five days after the event, we will send you an accounting of your sales. Please check it carefully and let us know right away if there are any discrepancies with your own records. If we don’t hear back within a week after sending the report, we will assume you agree with the amount of sales. You will be paid approximately (3) three weeks after the close of the event and will receive a full accounting of your transactions.

*If you have any questions or issues throughout the event please locate an MCD Staff Member.*

## **ADDENDUM: SHIPPING FOR SPECIAL ORDERS**

Shipping costs may be paid through Style Cashiers onsite for special orders. MCD will include 100% of shipping costs in your commission check.

In order for customers to pay shipping costs onsite, artists must list a shipping amount on their triplicate receipt. **Please write clearly and in all caps “SHIPPING” on the item line and list the price.** A price must be listed in order for MCD to process the transaction. Sales tax will be excluded from the shipping amount.

Please keep your **YELLOW** receipt with the **PAID** stamp in order to cross-reference and confirm paid shipping amounts when MCD sends the final accounting of your sales after the event. It will be the artist's responsibility to notify MCD of any discrepancies regarding these amounts.

*If you have any questions regarding shipping please locate an MCD Staff Member.*