



# Southwest Farm to Yarn Collective Requirements and Guidelines

*A Colorado Non-profit  
and Volunteer Driven Organization*

**970.560.6777**

360 W. 1<sup>st</sup> Street, Suite B  
Cortez, CO 81321

All consignors must be current members of the Southwest Farm To Yarn Collective. Memberships are from May thru April and are renewed annually during the month of May. Consignors who do not renew their membership must claim their items within two months of the membership lapse or the items will become the property of the Collective.

Consignment agreements are for one year – May thru April. Consignors should complete the agreement form annually.

All consignors should provide a W-9 to the business manager annually.

New items to be consigned must be submitted to a jury of five members. All members are eligible to vote and should consider the following criteria: quality of product, appropriateness, visual appeal, and contribution to merchandise variety. Items like those already accepted by a jury do not need to be re-juried.

Each item for consignment must be clearly labeled with a consigner's code, an inventory number identifying the item, the price, and any other information needed to identify the item for tracking and bookkeeping purposes. Fiber items should also be labeled with content and care recommendations as appropriate. A Consignment Inventory Form must be completed and kept up to date. Inventory forms may be developed by the consignor but must include information like the one attached. The inventory form is the legal record of the merchandise covered by the Consignment Agreement.

The Collective uses three consignment splits to divide sales between the consignor and the store. The consignment splits are designed to recognize the work associated with the success of the Collective while also diversifying the items offered.

- 60% consignor and 40% store without any work requirement or behind the scenes work.
- 70% consignor and 30% store with work requirement of *at least* 9 full-day shifts each six months (or equivalent in half-day shifts) **OR** in a behind the scenes role. After required shifts are completed, consignor receives store credit of \$10 for each additional full shift worked and \$5 for additional half shift worked.
- 75% consignor and 25% store with work requirement of *at least* 9 full-day shifts each six months (or equivalent in half-day shifts), **AND** in a behind the scenes role. After required shifts are completed, consignor receives store credit of \$10 for each additional full shift worked and \$5 for additional half shift worked.

Behind the scene work can include: Business Manager, Accounting, Buyer, Education, Marketing, Membership, Volunteer Coordination.



# Southwest Farm to Yarn Collective Consignment Agreement

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**Consignor Name:** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Consignment Period:**     May to April \_\_\_\_\_  October to September \_\_\_\_\_

**General Description of Items Consigned:** \_\_\_\_\_

\_\_\_\_\_

## Consignment Split:

- 60% consignor and 40% store without any work requirement or behind the scenes work.
- 70% consignor and 30% store with work requirement of *at least* 9 full-day shifts each six months (or equivalent in half-day shifts) **OR** in a behind the scenes role. After required shifts are completed, consignor receives store credit of \$10 for each additional full shift worked and \$5 for additional half shift worked.
- 75% consignor and 25% store with work requirement of *at least* 9 full-day shifts each six months (or equivalent in half-day shifts), **AND** in a behind the scenes role. After required shifts are completed, consignor receives store credit of \$10 for each additional full shift worked and \$5 for additional half shift worked.

Behind the scene work can include: Business Manager, Accounting, Buyer, Education, Marketing, Membership, Volunteer Coordination.

Consignor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

F2Y Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_