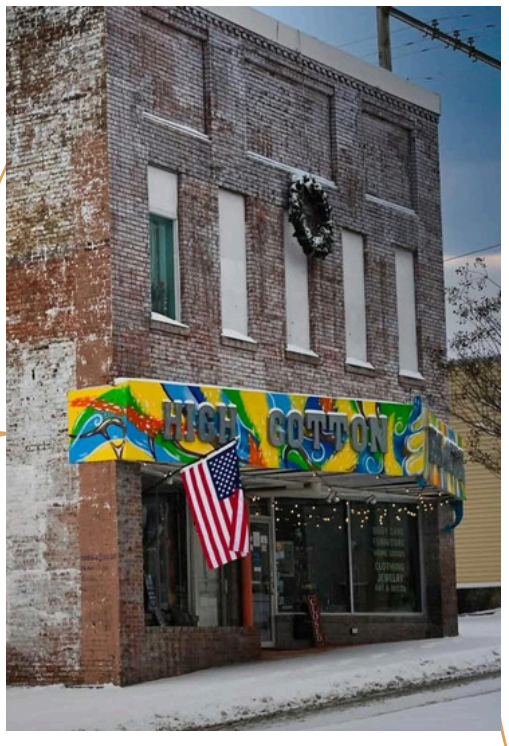
High Cotton





Vendor Handbook

Name:

Vendor #:

Welcome

Welcome! High Cotton is a collaborative group of vendors specializing in unique gifts, clothing, jewelry, home goods, and local, handmade products. Our mission is to provide an inclusive and positive shopping environment for customers, an encouraging and profitable outlet for vendors, and a creative, empowering training ground for staff.

Contacts

30-Day Notice, Finance Questions, & Manager Communication:
info@highcottondickson.com

Store Text Line (Immediate Questions):
615-326-8147

Vendors may not contact in-store employees on their personal phones unless those employees initiate contact. All official communication must go through the store number or email listed above.

Commitment & Notice Policy

Your agreement starts with a 3-month commitment to your booth. After that, it continues month-to-month.

INITIAL COMMITMENT

You agree to a **3-month** commitment for your specific booth space.

PAYMENT SENT

The agreement continues on a **month-to-month** basis.

MOVING TO A NEW SPACE?

A 30-day notice is still required, and you agree to a **new 3-month commitment.**

WRITTEN NOTICE IS REQUIRED

Whether you are moving out or moving to a new space, you **MUST** give your notice via **email** to:

Info@highcottondickson.com

IMPORTANT

Move-out notices must be submitted between the 1st and 5th day of the month. The vendor's official move-out date will be the last day of that same month.

Vendors providing notice are not permitted to remove, relocate, or move out any merchandise, fixtures, displays, equipment, or other items from their space more than 3 days prior to their designated move-out date. **For more details on moving out, see page 19.**

FAILURE TO PROVIDE PROPER NOTICE = ONE FULL MONTH CHARGED

If you don't provide the required 30-day written notice, you will be charged one full additional month of rent, even if you remove your merchandise early



Give 30-day written notice (via email)



Move out or move to a new space



No notice given



Charged one full additional month of rent

Failure to move-out on your scheduled move-out date will result in you having to pay for all days you remained in the space regardless of your move-out date.

Rent & Payouts

Rent and sales proceeds are backdated using ACH

THIS MEANS YOU PAY RENT FOR THE MONTH PRIOR DURING THE FIRST WEEK OF THE UPCOMING MONTH.

EXAMPLE
Here's how it works:



SALES ARE MADE

In June, your money earned through sales is collected for your payout



PAYMENT SENT

Between July 1st-5th, we collect the June rent from your bank account and send you your sales payout



MONEY ARRIVES

Your bank puts the money from payouts in your account (timing depends on your bank).



In short: June rent → July 1–5 payment.

RENT AND SALES PAYOUTS ARE SEPARATE TRANSACTIONS

We send rent and sales payouts to your bank on the same day. Your bank might process them in a different order.

SENT (SAME DAY)

We send both payments to your bank via ACH.



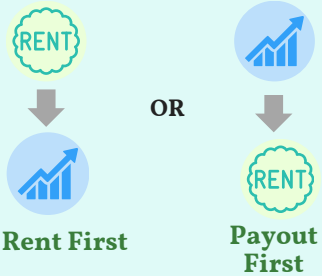
RENT



SALES PAYOUT

BANK PROCESSES (Order May Vary)

Your bank can process them in either order.



FUNDS POSTED

Transactions appear in your account once processed.



Rent −$XXX

Sales Payout +$XXX

Important Things to Know

How to Stay in Good Standing

HAVE ENOUGH MONEY FOR RENT

Rent is withdrawn between the 1st-5th of each month; make sure you have enough in your bank account to cover rent.

NSF FEE

If there aren't enough funds or your bank info is incorrect, a $40 NSF fee will be applied



You will get emailed an invoice, so check your email!

UPDATE YOUR BANK INFO RIGHT AWAY

If your banking info changes, email us immediately:

Info@highcottondickson.com

Not updating your bank info can lead to additional charges!

Vendors must maintain sufficient funds in their account to cover rent during this period. High Cotton is not responsible for overdraft fees. If insufficient funds are available, or if incorrect bank information is provided, a $40 NSF/chargeback fee will be applied. The vendor will receive an emailed invoice, so please stay on top of your emails!

If your banking information changes, you must immediately notify info@highcottondickson.com. Failure to update information will result in additional chargeback fees.

If an invoice for rent and/or NSF fees is not paid within 15 days, the contract will be terminated and your merchandise will be removed from your space and stored. If left unpaid 30 days after items are removed from the vendor space, merchandise may be sold in a commercially reasonable manner, including as store inventory, to recover unpaid rent and related expenses.

The vendor may redeem items during this period by paying the full outstanding balance via cash, check, or Venmo. Payments for unpaid balances will not be withdrawn through ACH. If your account is in debt for any reason, High Cotton may apply your profits toward that balance before issuing payout.

Moving In

Vendors must coordinate move-in with store staff. If you are absolutely unable to move in on these designated times, exceptions can be made with communication to management. However, you'll still be responsible for the entire month of rent if you move in earlier or later than expected. **Failure to move in on a scheduled date without communication may result in contract termination, or a different prorated rent amount. No staff assistance is provided for moving or transport.** Vendors may park in the back parking lot to unload, however you will need to walk down the alley to the front door because the back door is locked.

Upstairs vendors: The freight elevator is for **merchandise only**, not people. We recommend unloading your items in our back parking lot. The door stays locked so you will need to walk up the alley through the front door.

Sales & Commissions

Here's how sales and commissions work at High Cotton:

1

COMMISSION

A 15% commission is charged on all items sold.



2

STORE WIDE SALES

High Cotton may run store-wide 10% promotional sales.



3

VENDOR SALES

You run your own sales! Here's what to do:

- Inform staff of the percentage and timeframe.
- Provide your own signage.
- Ensure all items still display a price.

4

RETURNS

All sales are final.

Once in a blue moon, returns may happen. They are rare and handled on a case-by-case basis.

Vendors will be notified if a return occurs.



All sales must go through the High Cotton register.

Vendors may not complete private transactions inside the store. If a vendor sells an item via Facebook, Instagram, or any other platform while the item is physically in the store, the customer must complete the transaction through the register. It is the responsibility of the vendor to manage their own sales outside of the store; staff is unavailable to pull items you wish to remove from your booth space. Vendors may adjust pricing for a customer, but the sale must still go through the register.

Taxes & Legal

High Cotton collects and remits Tennessee sales tax. Vendors may not use High Cotton's sales tax number for personal use. Payouts are issued after sales tax deduction.

High Cotton does not provide tax forms and is not involved in vendors' personal tax processes. Vendors are responsible for their own business taxes and compliance with all local, state, and federal laws. Vendors shall comply with all statutes, ordinances, fire codes, safety regulations, and other applicable laws.

Shared Vendor Spaces & Subletting

Vendors are not permitted to sublet, rent out, or transfer their vendor space to another individual or business. All vendor spaces must be approved and managed directly through High Cotton.

If you would like to share a space with another individual or business, both parties must be disclosed and approved by management before occupying the space. Separate vendor paperwork and required documentation must be completed and submitted for each individual or business sharing the space.

No additional person may sell merchandise or operate within a vendor space without prior management approval and completed paperwork. Any changes to the individuals sharing a space must also be communicated to management.

High Cotton reserves the right to deny shared-space arrangements and require all vendors to comply with these policies.

Inventory, Tagging & Ricochet

We use Ricochet to track inventory and process sales.
Every item in your booth must be tagged and entered.

WE USE RICOCHET

All vendors must use the Ricochet inventory system.



They also have a phone app that will send you notifications when an item sells! Search "Ricochet Go" in your app store.

EVERY TAG MUST INCLUDE:

- ☑ Vendor #
- ☑ Description
- ☑ Price

Example:
#123 Item Name





QUANTITY MUST MATCH

The quantity entered into Ricochet must match the number of items in your booth. Otherwise, there will be an error when we ring it up.



Every single item needs a price tag!

All items displayed for sale must have a clear, scannable price tag that corresponds with the vendor's inventory system. **If items are found without a scannable price tag, management reserves the right to remove those items from the booth.** Removed items will be set aside for the vendor to properly enter into inventory and assign accurate pricing before they can be returned to their respective booth..

IF AN ITEM DOES NOT HAVE A VISIBLE PRICE TAG, STAFF MAY:


Attempt to contact the vendor


Estimate the price


Remove items for vendor to price


Decline to sell the item



SECURITY TAGS & CLOTHING SENSORS ARE PROVIDED

These are located at the front counter under the label printer and vendor computer.



CLOTHES HANGERS MUST BE LABELED

Label hangers with your vendor number.
Unlabeled hangers will be discarded.

DEFECTIVE ITEMS MUST BE MARKED "AS IS".



ITEMS USED FOR DISPLAY THAT YOU DO NOT WANT TO SELL MUST BE MARKED WITH YOUR VENDOR # AND "NFS"



Clear tags, correct inventory, and accurate info help us sell your items successfully.

How to Print Tags

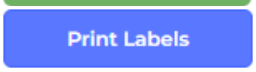
You can get your own DYMO LabelWriter 550 printer or come in to HC to use ours. Feel free to leave some change in the donation box to help us pay for tags.



- Log into your Ricochet account
- Your username will be your first and last name, all lowercase with no space ex. firstlast
- Your default password is Highcotton1!
- Click "Inventory"
- To create inventory at home, go to **highcotton.ricoconsign.com**

- **CREATE & PRINT NEW ITEM:**
  - Yellow "Add New" button

  - Type in **vendor #**, product name, price, and quantity under "Product Name".
  - You may add additional info on this screen if you choose to, however this is not required for creating tags.
  - Green "Save" button 

  - Blue "Print Labels" button 

    - Print
    - Note: The number of labels needs to match your product quantity or the register will produce an error.

- **PRINT LABEL FOR PRE EXISTING ITEM:**
  - Scroll down to find the item you're creating a tag for (or search for it)
  - Check little box to the left of the product name
  - Click the blue "Print Labels" button 

  - Continue with "Print Labels" instructions above
- Click the "Logout'' button on the top right of the page
- Take the labels and label your items at home or in your booth.

Inventory Standards

We carefully curate our booths to create a welcoming shopping experiences. Thank you for helping us keep the store beautiful and appropriate for everyone.

We Love

We welcome quality items that are clean, well-made, & in good condition.



VINTAGE & ANTIQUES



HOME DÉCOR & FURNISHINGS



GIFTS & GIFTABLES



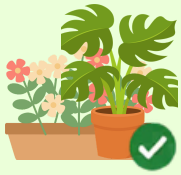
CLOTHING & ACCESSORIES



ART & PRINTS



ARTISAN & HANDMADE



PLANTS & FLORALS



BOOKS & COLLECTIBLES



UNIQUE, WELL-MADE TREASURES

Quality Matters!

ALL ITEMS MUST BE CLEAN, IN GOOD CONDITION, AND ALIGN WITH OUR STORE'S AMBIANCE. MANAGEMENT RESERVES THE RIGHT TO REFUSE OR REMOVE ANY MERCHANDISE THAT DOES NOT MEET OUR QUALITY STANDARDS.

NOT ALLOWED

The following items are prohibited in our booths and on our shelves.

PORNOGRAPHY OR SEXUALLY EXPLICIT OR SUGGESTIVE MATERIAL

ITEMS INAPPROPRIATE FOR CHILDREN

SWEAR WORDS ON PRODUCTS
TALK TO MANAGEMENT ABOUT HOW TO APPROPRIATELY DISPLAY THEM.

JUNK OR YARD SALE QUALITY ITEMS

DRUG PARAPHERNALIA

ALCOHOL OR TOBACCO PRODUCTS

FIREARMS, AMMUNITION, OR EXPLOSIVES

HAZARDOUS OR ENDANGERED MATERIALS

COPYRIGHTED GOODS

UNAPPROVED TAXIDERMY
EMAIL INFO@HIGHCOTTONDICKSON.COM WITH PHOTOS FOR APPROVAL

When in doubt, please ask! We're here to help you succeed.
Thank you for keeping High Cotton a place everyone loves to shop!

Cottage Law food products must meet proper labeling requirements. Any fines resulting from improper merchandise are the responsibility of the vendor.

AI Use Guidelines at High Cotton



Keeping our shop thoughtful, personal, and human-made
High Cotton exists to support real people creating meaningful products.
AI is a helpful tool, but your creativity is what matters most.



Acceptable Uses of AI

AI can support your product, not define it. Examples include:



INSTRUCTION CARDS



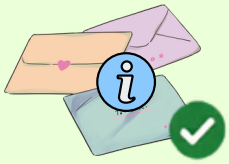
PRODUCT DESCRIPTIONS OR PACKAGING TEXT



DISPLAY SIGNAGE



BRAINSTORMING IDEAS

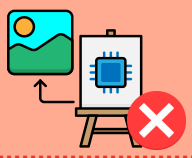


POSTCARDS THAT EXPLAIN YOUR PRODUCT

What to Avoid

The following items are prohibited in our booths and on our shelves.

AI-GENERATED ARTWORK AS THE FINAL PRODUCT



MASS-PRODUCED OR LOW-EFFORT DESIGNS



REPETITIVE OR GENERIC ARTWORK THAT LACKS ORIGINALITY



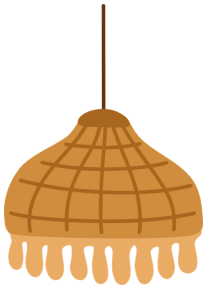


Expectations for Vendors

- USE AI AS A SUPPORT TOOL, NOT A REPLACEMENT FOR YOUR WORK
- PRIORITIZE ORIGINALITY, CRAFTSMANSHIP, AND YOUR OWN CREATIVE VOICE
- FOCUS ON PRODUCTS THAT REFLECT INTENTION AND EFFORT

We do not rely on strict rules or personal preference to judge products. We aim to maintain a balanced environment where vendors can succeed while protecting the overall quality of the store.
High Cotton works because it feels different. Customers come here for items they cannot find in big box stores.
Keep your products creative, intentional, and human.

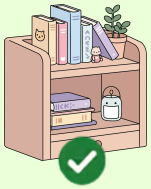
Booth Standards





Follow these simple rules to keep your booth looking amazing & easy to shop!

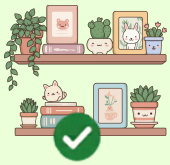
Do This



Keep all merchandise inside your assigned space.



Keep walkways clear & open.

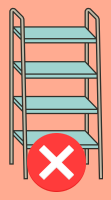


Keep your booth clean, neat, & well-stocked.



You're responsible for your space, We maintain common areas

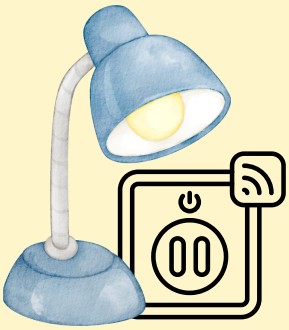
NOT ALLOWED



No plastic shelving.



High Cotton may adjust booths to maintain aesthetics.



Light it Right!

We recommend bringing a light or lamp to make your booth shine!

Use a light that plugs into a wall outlet



NO candles or battery powered lights!

Please use one of the store's smart plugs if there is one located near your booth space.

Major construction requires prior approval, such as semi-permanent installations or lighting modifications. Construction costs are the vendor's responsibility. Semi-permanent installations may remain after move-out at management discretion. If removed, the vendor is responsible for patching damage. Extension cords must be commercial 3-wire with surge protection.

Theft Prevention & Security

High Cotton has invested heavily in store security, including a security tag system and many cameras throughout the building. While these tools are helpful, the most effective way to reduce theft is to make items difficult to steal in the first place.

Protecting Your Items

Vendors are encouraged to take reasonable precautions to secure their inventory. Some examples include:

- **ATTACHING CLOTHING TAGS SECURELY TO GARMENTS.**
- **USING SECURITY STICKERS**
- **PLACING SMALL, HIGH-VALUE ITEMS IN CLEAR DISPLAY BOXES.**
- **USING CLEAR TAPE, ZIP TIES, DISPLAY LOCKS, OR OTHER METHODS THAT MAKE AN ITEM MORE DIFFICULT TO CONCEAL OR REMOVE QUICKLY.**
- **AVOIDING LOOSE DISPLAY OF EXPENSIVE JEWELRY, COLLECTIBLES, OR OTHER EASILY POCKETED ITEMS WHENEVER POSSIBLE.**
- **GETTING A WYZE CAMERA TO MONITOR THEIR SPECIFIC BOOTH**

While High Cotton works hard to maintain a safe shopping environment, vendors are responsible for securing and monitoring their own inventory.

Ownership & Theft Reports

All merchandise displayed in vendor booths remains the property of the individual vendor until sold.

Because these items are not owned by High Cotton, **any decision to pursue criminal charges, file police reports, or take legal action regarding stolen merchandise is ultimately the responsibility of the vendor.**

Management will cooperate with law enforcement when appropriate and provide available security footage when possible.

Missing Items

Please remember that a missing item is not always a stolen item. Customers frequently pick up merchandise and set it down in another location within the store.

Before assuming an item has been stolen, we recommend:

1. Searching your booth thoroughly.
2. Looking in nearby booths and common areas where a customer may have set the item down.
3. Sending a text message to the store phone with a photo and description of the missing item so staff can help keep an eye out for it.

Many "missing" items are later found elsewhere in the store.

Our staff are happy to help keep an eye out for missing items while performing normal store duties such as straightening, organizing, and assisting customers. However, due to the day-to-day demands of operating the store, **staff are not able to stop all other responsibilities to conduct extensive searches for missing merchandise.**

Vendors are encouraged to regularly check their inventory, notify staff promptly when an item appears to be missing, and provide a photo and description of the item so staff can assist in watching for it throughout the store.

Responding to Theft

Unfortunately, theft can occur in any retail environment. Because all merchandise remains the property of the individual vendor until sold, **vendors are primarily responsible for determining how they wish to respond when theft occurs.**

Reviewing Camera Footage

If you believe an item has been stolen, your first step should be reviewing any camera footage available to you. **Vendors who use booth cameras are responsible for checking their own recordings and identifying a reasonable timeframe in which the theft may have occurred.**

Store staff do not have the capacity to review days or weeks of footage in an effort to locate a missing item. The more specific information you can provide regarding the item and the timeframe involved, the more likely management may be able to assist.

Filing a Police Report

If you have evidence that a theft occurred and wish to pursue the matter, you may contact local law enforcement and file a police report. Management will cooperate with law enforcement investigations and provide available store footage when appropriate and legally permissible.



Posting on Social Media

Vendors are responsible for any content they choose to post online regarding suspected theft. **Before posting photos or videos of any individual, you should have clear evidence that the person actually took the item.**
Vendors should never publicly accuse someone of theft based on suspicion alone.
Particular caution should be exercised when minors are involved.
If there is any uncertainty regarding what occurred, we strongly recommend allowing law enforcement to handle the matter rather than posting images online.

If you have clear evidence that an individual committed theft, but do not wish to pursue criminal charges (or if the individual cannot be identified by law enforcement) you may provide management with relevant photos or screenshots of the incident.
Management reserves the right to prohibit individuals from entering the store when credible evidence indicates they have stolen merchandise, damaged property, or otherwise created a risk to vendors, customers, or staff.



Keep an Extra Eye on Your Booth

If you would like to purchase a security camera to watch over your specific booth, we recommend a Wyze camera.

- Buy a Wyze camera + memory card on Amazon (around $30)
- Staff will set it up & share access to your account
- **Label it with your vendor number**

Scan to Buy on Amazon
(Wyze Camera)

Booth Care, Merchandising & Vendor Success

High Cotton maintains aisles, restrooms, and common areas. High cotton staff reserve the right to move displaced displays in order to maintain walkways/ common areas. If a booth becomes visibly dirty, dusty, cluttered, or neglected, the vendor will be notified and expected to correct it promptly. Please alert staff to messy areas that need attention.

If you find merchandise in your booth that **does not belong to you,** give it to High Cotton staff so it can be returned to the correct vendor.

Vendors may restock and adjust their booth anytime **during store hours.**

Vendors may not remain after hours to work on their booth, ask staff to stay late, or have unauthorized entry codes. In rare cases, after-hours access may be granted. Management reserves the right to revoke access at any time.



Photo Credit: Booth #70, Fruit & Spirit

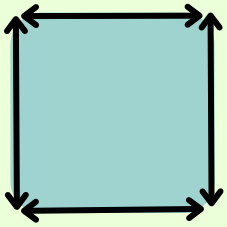
A clean, full, and well organized booth sells more.
Your success starts here!

Booth Care



Keep It Clean & Organized

Your booth should be in tip top shape for shoppers!



Stay Within Your Space

Your items must stay in your rented area. No blocking aisles!



This is Your Storefront

You're responsible for your booth. Our staff only takes care of common areas.



Refresh More, Sell More!

Visit at least every other week to restock, rotate items, and keep things looking great!



Booth spaces that are left neglected don't sell well. If that happens, staff will reach out to help.

Vendors Who Perform Well Typically:



Bring New Inventory Regularly



Offer a Range of Price Points



Track What Sells, Replenish What Moves, & Adjust What Does Not



Keep Their Booth Full
Full, clean booths always outperform sparse ones.



Rework Merchandise Often
New look, new interest



Maintain a Positive & Respectful Attitude



Avoid Gossip & Negativity



Take Responsibility For Your Sales



Support The Store's Inclusive & Positive Environment

Strong Merchandising + Steady Promotion = Stronger Sales for You!

Additonal Vendor Opportunities



We're excited to offer vendors the opportunity to set up a pop-up display outside the front of the store year-round during regular business hours!

During downtown events, we've seen vendors have great success with outdoor setups, so we're opening this opportunity up on an ongoing basis. An outdoor pop-up is a great way to catch the attention of downtown shoppers, showcase your products, demonstrate your creative process, offer samples when appropriate, and encourage customers to visit your booth inside the store.

Pop-Up Guidelines

- One vendor per day. Outdoor pop-up space is available to one vendor at a time.
- **Bring your own setup.** Vendors are responsible for providing, setting up, and monitoring their own table and display throughout the day. If enough vendors participate, we may purchase a designated table for this space in the future. If you're interested but don't have a table, email us anyway and we'll see what we can do.
- Stay within the designated area. **Setups must remain within the orange section of the sidewalk, which is part of our property.** Displays cannot extend beyond this area due to city regulations.
- **$10 daily reservation fee.** The cost to reserve the outdoor space is $10 per day, payable the morning you set up.
- Sales must occur during business hours. You may set up at any time, but all sales must take place during regular store hours. As always, **all purchases must be processed through the High Cotton register.**
- Vendor supervision is required. You are responsible for monitoring your setup and merchandise throughout the day.
- Event exclusions. Outdoor pop-ups are not available during major events when High Cotton has its own outdoor display or setup, such as BooFest, Christmas in Downtown, and similar events.

How to Book Your Spot

Email **info@highcottondickson.com** with your preferred date. We'll check availability and respond to confirm your reservation.

Spots are available on a first-come, first-served basis, so we recommend reaching out in advance to reserve your preferred date.

Digital Marketing & Promotion Tips

Join the High Cotton Vendors Facebook Group!

Stay in the loop with important updates, store news, & easy communication from the High Cotton team.



Tell people about your booth! The more you share, the more shoppers we see.

Get Active on Social Media

Share your booth updates on your own social media pages and public Facebook groups. Then post often about new inventory, restocks, sales, seasonal items, your creative process, store events, and repost posts from the store's page!

Tag Us!

Tag **@HighCottonDickson** on Facebook, Instagram, and TikTok when posting about your booth so we can see and share your content to the store's pages.

Leverage Public Groups

When appropriate, comment on local Facebook posts where High Cotton is mentioned. When we support each other, we bring in more shoppers!

Create or Host an Event

Tastings, demos, launches, or themed events help bring people in! Talk to the manager if you have any ideas.

Be Patient and Consistent!

It takes time for the community to recognize your brand in a multi-vendor store. Consistency builds awareness. Posting once and stopping does not.

Keep Showing Up | **Keep Posting** | **Keep Restocking**

Strong Merchandising + Steady Promotion = Stronger Sales for You!

Sales Expectations & Booth Performance

We are committed to creating a successful and profitable space for all of our vendors. To ensure this, we regularly review booth performance.

Vendors are expected to maintain a level of sales that at minimum covers their monthly booth rent. While slower periods can happen, consistently low sales over time may indicate that a booth is not a good fit for the space.

If a booth is underperforming, we may:

- Reach out with suggestions to help improve sales (pricing, display, product mix, etc.)
- Recommend updates or changes to your space
- Reevaluate the booth's placement in the store

If sales remain consistently below rent despite these efforts, we may make the decision to discontinue the booth agreement.

Our goal is not to penalize, but to ensure that every vendor has the opportunity to succeed and that our shop remains a thriving, high-quality marketplace for both vendors and customers.

BOOTH PERFORMANCE GOALS



YOUR GOAL

Your goal each month should be to make at least enough money in sales to cover your monthly booth rent.



TO HELP ACHIEVE THIS GOAL

Staff may reach out with recommendations on how to improve your sales



OUR GOAL

We hope every vendor has the opportunity to succeed, and create a wonderful place for customers to shop.

Moving Out & Contract Termination

A 30-day written notice via email to info@highcottondickson.com is required for move-out or booth changes. Move-out notices must be submitted between the 1st and 5th day of the month. The vendor's official move-out date will be the last day of that same month. If you are absolutely unable to move out during this designated time, exceptions can be made with communication to management. However, you'll still be responsible for the entire month of rent if you move out earlier or later than expected. High Cotton must be fully paid any outstanding rent amount before removing merchandise.

Remember, you'll pay your last month's rent at the beginning of the month *after* you move out.

Failure to provide 30-day notice results in being charged a full additional month's rent.

Move-out should occur no more than 3 days before the last day of the month. Failure to move-out on this date will result in you having to pay for all days you remained in the space regardless of your move-out date. Once move-out begins, the booth must be completely cleared within 48 hours.

Vendors must clean the space including sweeping, dusting, patching holes, and removing debris. If space is left in poor condition, a cleaning fee may be deducted via ACH.

If items remain after move-out, they will be held for 48 hours. After 48 hours, items may be considered abandoned. Abandoned items become property of High Cotton. Displays left behind will be assumed to be donated to the store.

High Cotton reserves the right to immediately terminate this agreement for contract violations. No refunds are given for unused rent days.

If an invoice for rent and/or NSF fees is not paid within 15 days, the contract will be terminated and your merchandise will be removed from your space and stored. If left unpaid 30 days after items are removed from the vendor space, merchandise may be sold in a commercially reasonable manner, including as store inventory, to recover unpaid rent and related expenses.

The vendor may redeem items during this period by paying the full outstanding balance via cash or Venmo. Payments for unpaid balances will not be withdrawn through ACH. If your account is in debt for any reason, High Cotton may apply your profits toward that balance before issuing payout.

Insurance, Liability & Hold Harmless

High Cotton is not responsible for theft, damage, loss, forces of nature, breakage, or any other cause. Vendors may carry their own insurance, as our insurance does not cover vendor merchandise.

Vendor agrees to release, indemnify, and hold harmless High Cotton and its employees from any liability related to vendor property or activity.

Conduct & Conflict Resolution

Conflicts should be resolved privately. No arguing in front of customers. No gossiping or venting to staff. Major issues can be sent via email to Info@highcottondickson.com. Be polite to our staff, please. Violations may result in dismissal.

Non-Compete Agreement

Vendors may not open a vendor-based store within a 1-mile radius of 106 E. College Street for 12 months after leaving. Retail or wholesale formats are permitted.

General Provisions

Management may close the store due to weather or emergencies without notice or prorated rent. If the store does need to close, vendors will not have sales for the time the store is closed.

The guidelines outlined in this Vendor Handbook represent the core principles and operational standards of the store. All vendors are expected to understand and adhere to these policies at all times.

Failure to comply with these guidelines may result in corrective action, up to and including termination of the vendor contract at management's discretion

All vendors must comply with all applicable laws.

Contract terms are subject to change.



THANK YOU

Thank you so much for choosing to become a vendor with us! We're truly excited to have you as part of our store and can't wait to showcase your products.

Your support means a lot, and we're committed to creating a space where your items can shine and connect with customers. We're looking forward to working together and helping your booth succeed!

If you ever have any questions or need anything along the way, please don't hesitate to reach out.

Please keep this handbook for the duration of your time here.