



(202) 720-3772
usdaesra@gmail.com



1400 Independence Ave, SW
Washington, DC 20250

2017 ESRA Merchandise Vendor Application

Thank you for your interest in vending at the United States Department of Agriculture in Washington, DC.
Please fill out the required fields and read this application in its entirety.

Please return to ESRA at: usdaesra@gmail.com or Fax: (202) 690-2737

Vendor Full Name

Last 4 of Social Security Number

Email Address (All vendors must have a valid email address that they check frequently. This is the most frequent means of communication for our program).

Phone Number

Company Website

Home Address

Business Address

Type of Merchandise to be sold

Number of Tables & Chairs Needed

Need Loading Dock Assistance?

References: Please list references from other Federal Agencies where you have vended in the past, or other locations you have vended before (schools, hospitals, expos, etc.)

1. _____

2. _____

***Please include a letter of intent with this application describing your business and the merchandise or services you provide. Pictures are always welcome.

Vendor Rules & Regulations Agreement

Background:

The US Department of Agriculture Employee Services and Recreation Association (ESRA) is a non-profit (501.c.4) organization that exists to provide programs and services to improve the moral of USDA Employees.

The Associations' facilities and services are located in the Sub-Basement Ag-Promenade, located in the South Building of USDA Headquarters, 1400 Independence Ave SW, Washington, DC 20250. Facilities operated by the Association include the ESRA Gift Shop, Barber Shop, several restaurants and two Fitness Centers, one of which is located in Riverdale, Maryland. The Association also provides a broad range of recreational and educational programs for USDA employees.

The USDA South Building is conveniently located at the Smithsonian Metro Stop on the Orange/Blue/Silver line. The building has over 7,000 employees, with an additional 3,000 employees in neighboring buildings.

Scope of Vendor Program:

ESRA brings in various merchandise vendors on a daily basis to sell unique goods and services to employees that you can't find anywhere else. Vendors are selected for the quality and uniqueness of their merchandise and sell products such as clothing, handbags and leather goods, jewelry, perfume and oils, home products and more. All merchandise vendors set up in the Ag-Promenade in the South Building from 8:30am – 2:00pm. All vendors are individual business owners and are not employees of the Association. The vendor program is not designed for franchised companies or "home business" companies in direct sales (such as Mary Kay, Stella and Dot, LuLaRoe, etc.). On-Site Vendors must undergo an interview and an inspection of their entire product before they are selected. If approved, they are allowed to schedule dates in the sub-basement.

General Rules & Regulations:

While the Association wants to make it as easy as possible for vendors, these regulations and procedures are meant to protect both the Association and the vendor from fraud, misrepresentation, and misunderstanding.

1. All perspective merchandise vendors shall be subject to an interview by ESRA staff prior to acceptance into the program and scheduling of dates. Such factors as quality and uniqueness of merchandise, price points, return policy, etc. will be discussed in the interview. **INITIAL**_____
2. The Association may conduct background checks with appropriate sources regarding the financial viability of the vendor, and past business practices. **INITIAL**_____
3. A letter of intent shall be presented by the vendor to ESRA that spells out the product/service being provided, the dates or length of time for which the product/service shall be available, the return policy of the vendor, and any other information that would assist the Association in the approval process. **INITIAL**_____
4. Under no circumstances will Franchise Vendors be allowed to vend in this Federal Building. This includes but is not limited to: Mary Kay, LuLaRoe, AVON, etc. **INITIAL**_____
5. All on-site visiting merchants are considered contractors of the Association, and are a direct representation of our company. ESRA operates in a business environment. It is expected that all vendors act in a professional manner including appropriate attire, polite customer service and honest business practices. **INITIAL**_____

6. This is a Federal Building so please dress accordingly. Absolutely no sweat pants, torn jeans, obscene or otherwise offensive clothing is permitted. **INITIAL**_____
7. No vendor will be able to enter the building should there be an outstanding balance on their account. **INITIAL**_____
8. All vendors must go through security upon entering the building. All visitors/vendors must have picture ID to enter and have their items screened by security personnel. The Visitor's Entrance is located at Wing 3 on Independence Avenue. Frequent vendors who have a Support Pass may come through the Loading Dock located at Court 4 on C Street (behind the building). If vendors have a handicap they must inform ESRA 24 hours prior to their vending date so accommodations on building entrance can be made. **INITIAL**_____
9. ESRA does not provide parking for vendors. It is up to the vendors to have adequate transportation, find parking, and arrive on time (8:30am). **INITIAL**_____
10. ESRA vendors are not permitted to go in unrestricted areas of the building without proper escort by USDA personnel or prior permission. Vendors are not permitted to visit employees in their office under any circumstance. All sales are to be made in the Ag-Promenade only. **INITIAL**_____
11. It is advised that vendors do not take check payments or "lay-away" payments under any circumstances. Failure to receive proper payment from a USDA employee/customer is the sole responsibility of the vendor and not ESRA. Harassment to an employee/customer for full payment will not be accepted under any circumstance. **INITIAL**_____
12. You are responsible for setting up and taking down your displays. At times, the loading dock staff can assist with transportation of merchandise but they are not required to. It is the vendor's sole responsibility to have proper tools such as hand trucks or carts to move their inventory. Please clean up after yourself and leave the space the way you found it. **INITIAL**_____
13. Vendors are not permitted to sell "knock off" or counterfeit merchandise under any circumstance. **INITIAL**_____
14. All vendors are required to keep their own records and receipts for tax purposes. ESRA will provide vendors will payment receipts but it is up to the vendor to file the appropriate taxes, including sales tax. All taxes must be filed under in accordance with the appropriate Federal, State and Local laws. **INITIAL**_____
15. All vendors will be provided with tables and chairs. It is up to the vendor to bring table cloths and any necessary display items. Vendors are not permitted to display items in the hallway or outside of the vending room. All vendors will be given the appropriate amount of tables (per their application) but table choice/location is first come, first serve. **INITIAL**_____

Scheduling:

1. Scheduling is done by the General Manager or Vendor Coordinator on a quarterly basis. This policy is to ensure that all vendors receive equal opportunity to vend on "high traffic" days, including new vendors being brought into the program. This will also ensure that there are no scheduling confusions or missed opportunities for both ESRA and the vendors. Additional dates can be booked after the quarterly schedule is made based on a first come, first serve basis. **INITIAL**_____

Dates will be scheduled as follows:

- January, February & March: Submit requested dates December 1st
- April, May & June: Submit requested dates March 1st
- July, August & September: Submit requested dates June 1st

- October, November & December: Submit requested dates September 1st
- 2. Once you submit your requested vending dates, ESRA will get back to you with a confirmation of dates you are scheduled for. You are not automatically scheduled for dates you requested.

INITIAL_____

- 3. ESRA follows the OPM schedule, including Federal Holiday and “snow days”. If the Federal Government is closed, the building is closed and all vending is canceled. If there is a delay or early release, it is at your discretion to vend that day or not. You will not be charged for cancellation or “no show” on snow days. **INITIAL** _____
- 4. Vendors who have been a part of the program for a minimum of 3 months and are in good standing may vend at our location at the George Washington Carver Center in Beltsville, Maryland. Scheduling is done the same as above, and coordinated between ESRA and staff at GWCC. **INITIAL** _____

Payment:

ESRA now has two vendor payment opportunities in the USDA South Building: Daily Vending or Weekly Vending. Payment can be made via cash in person, check/money order by mail, or credit card by phone to ESRA (202-720-3772).

Daily Merchandise Vendors: These are vendors who set up and break down in the same day. They will vend in the glass storefront location across from the Agriculture Credit Union in the Ag-Promenade.

- 1. Daily vendors will pay ESRA a commission of 20% gross sales to be paid at the end of every day to an ESRA employee at 2:00pm. **INITIAL**_____
- 2. Daily Vendors are responsible for providing receipts to ESRA for their sales made that day. This is for tax and audit purposes. NO EXCEPTIONS. **INITIAL**_____
- 3. Should a vendor need to leave before 2:00pm it is their responsibility to let ESRA staff know so commission can be collected earlier. **INITIAL**_____

Weekly Merchandise Vendors: These are vendors who set up for an entire week (Monday through Friday) and do not have to break down their displays until the end of business on Friday afternoon. Their merchandise will be securely locked up over night by ESRA staff in the vendor room. They will vend in the glass storefront location next to the ESRA Gift Shop in the Ag-Promenade.

- 1. Weekly Vendors pay a flat fee: \$75 for “pay weeks” and \$50 for “non-pay weeks”. Pay weeks are determined by the weeks that Federal Employees receive their bi-weekly paychecks, which are usually higher traffic vending days. Some contractors in the building may be paid on a different schedule. **INITIAL**_____
- 2. Payment must be made in full prior to setting up on Monday. **INITIAL**_____
- 3. All weekly vendors must be present the entire week (Monday through Friday), with the exception of Holidays or official closings. Weekly payments will be prorated for short weeks due to Holidays or snow days. **INITIAL**_____
- 4. No refunds will be given for vendors who do not stay through the entire week, regardless of sickness or emergencies. You may send another employee or business associate in your place. **INITIAL**_____

George Washington Carver Center, Beltsville, MD:

- 1. Payment for Beltsville, MD is a flat fee of \$10 per day. **INITIAL**_____

- 2. Payment must be made in full prior to setting up each day. **INITIAL**_____
- 3. Payment must be made to ESRA in DC. Payment cannot be made at this location. **INITIAL**_____

Cancelation Policy:

- 1. If for some reason you should have to cancel for Daily Vending or Beltsville Vending, you must notify ESRA staff at least 24 hours in advance. Should you need to cancel at the last minute for unforeseen circumstances, you should notify ESRA staff immediately. Failure to notify will result in a \$10 fee. **INITIAL** _____
- 2. If for some reason you should have to cancel for Weekly Vending, you must notify ESRA staff at least 36 hours in advance. Failure to notify will result in a \$20 fee. **INITIAL** _____

By signing this form you confirm that you have read this application and understand its contents in its entirety. ESRA reserves the right to alter these regulations at any time and at their sole discretion. ESRA reserves the right to remove vendors from the building or deny them participation in the program should vendors not abide by these rules and regulations.

I agree to abide by the conditions stated in this policy.

Signature

Date