

SCANNED

Print Date: 04/12/2017



City of Napoleon Building Department

255 W. Riverview
P.O. Box 151
Napoleon, OH 43545
Phone: (419) 592-4010
Fax: (419) 599-8393
Email:

AD
10-A-17

Zoning Commercial

Permit Number: P-17-0119
Expiration Date: 04/12/2018

Haley Kibisu
709 N PERRY ST

Napoleon, OH

Description:

Building Permit Info

Project Description:	New business
Construction Value:	\$500.00

Mark B. Spiss
Authorizing Signature

4-12-17
Date



CITY OF NAPOLEON
Building & Zoning Division
 255 W. Riverview Avenue, PO Box 151, Napoleon, OH 43545
 Phone: 419-592-4010 - Fax: 419-599-8393

Mark B. Spiess
 Senior Engineering
 Technician / Zoning
 Administrator

COMMERCIAL ZONING PERMIT APPLICATION

ADDRESS OF PROPOSED BUSINESS: 709 N Perry
 BUSINESS OWNER: Haley Kibisu + Melanie Wilson
 OWNER ADDRESS: 709 N. Perry Napoleon OH 43545
 OWNER PHONE: _____ CELL: 419-966-3621
 PROPERTY OWNER: # State Bank + Trust
 PROPERTY OWNER ADDRESS: Defiance
 PROPERTY OWNER PHONE: fake representative CELL: _____
 PREVIOUS BUSINESS USE: clothing alteration
 ESTIMATED CONSTRUCTION COST \$ 500.00
 ZONE: _____ # OF PARKING SPACES: _____ SQ FT OF BUILDING: 2000
 NEW BUSINESS USE/PROJECT DESCRIPTION: Ohio Handmade Gift Shop + Florist
 ADDRESS PERMIT SHOULD BE SENT TO:
709 North Perry | Napoleon | OH | 43545
 APPLICANT: Haley Kibisu PHONE#: 419-966-3621

P-17-0119

FEE: \$50.00 (Fee may be waived if usage or size of building does not change. MZON 100.3100.46690)

[Signature]
 SIGNATURE OF APPLICANT

4/12/17
 DATE

MARK B. SPIESS
 SR. ENG. TECH / ZONING ADMIN.

DATE

Zoning Use Only			
Permit #	<u>P-17-0119</u>	Batch #	<u>X</u>
		Check #	<u>X</u>
		Date	<u>4-12-17</u>

Dear Ohio Maker,

We are contacting you because we are interested in selling your products in a new NW Ohio location. Mel Wilson of Artistic Addictions by Mel and Haley Kibisu of Above The Roots are opening a new "Ohio Made" shop in our home town. Our shop is Artistic Roots LLC and located in Napoleon, Ohio, set to open in May 2017. So, we are looking for Ohio artists who create exciting and quality products, and looking for a /another home to sell their goods. Our goal is to only sell Ohio made products from Ohio Artists, or those with "Ohio Roots."

Please start by reviewing and filling out the applications on the document attached. If you have any questions or other thoughts on our policies, please let us know. Once we receive it returned to us, we will contact you to discuss ways in which to view work, ask you about your process and your business, and provide you with details, and answer questions about the information included in this packet. Then we will evaluate your work and information on many different variables and get back with you.

Thank you for your interest in our shop, and we look forward to hearing from you soon.

Mel Wilson & Haley Kibisu

419-966-3621

ArtisticRoots.oh@gmail.com

Artistic Roots LLC

Artist/ Maker Agreement & Information

Partner with Artistic Roots LLC.

Mel Wilson and Haley Kibisu are the owners of Artistic Roots LLC and strive for quality handmade items. We are looking for local artists who create exciting products, and need a home to sell their goods. Our goal is to only sell Ohio made products from Ohio Artists, or those with "Ohio Roots."

Why Join with Artistic Roots LLC?

- It gives customers a location where they may purchase your products Monday thru Saturday.
- Expands your customer base.
- Reasonable rates that are lower than many festivals or vendor shows.
- All of the items in the store are handmade by Ohio Artists or those with Ohio Roots.
- We work with all artists' goods to maximize your sales through displays, promotion, a by providing a retail location.
- Our goal, with your help is to be a highly sought out artistic boutique in the Northwest Ohio Area.

How to be Artistically Rooted?

- Start by filling out the form on the following pages.
- We will contact you to discuss ways in which to view work, ask you about your process and your business, and provide you with details and answer questions about the information included in this packet.
- Then we will evaluate your work and information on many different variables.

What is included when you join Artistic Roots LLC?

- We will promote the store and its artists via local newspapers, iheart radio, and social media.
- We report and pay all sales tax and credit/ debit card fees.
- You will have many opportunities to join us for pop-up shops at your convenience, and artist showcases.
- You will be provided a monthly statement via PayPal during the first 7 days of each month, following the previous month sales.
- PayPal is our only method of payment for all artists.
- The opportunity for you to teach classes where you can demonstrate your skills or trade to others.
 - Be a featured artist of the month describing you, your work, etc.
- The purchase of bags, tissue, and other packing materials during customer check out.

Here is YOUR part.

- A signed contract as an artist with Artistic Roots LLC.
- Payment of all set-up fees and monthly dues. (see fees & costs section for breakdown)
- All payments will be made to the PayPal account provided by the artist on the Consignment Agreement.
- Provide us with your handmade pieces and size appropriate display materials (if necessary).
- You are a business agreeing to provide a product for sale, while upholding our policies.
- You need to provide a complete an inventory form with each delivery of product to Artistic Roots LLC. Make sure all of your products have your pricing tags attached to each item, along with your specific Artist ID.

- You may deliver your products directly to our store location during business hours, or ship directly to our location. (Artist is responsible for shipping costs.) Please set up an appointment to delivery your products.
- We encourage conversations regarding the adjustments to your products sale price points to maximize your sales. Our goal is to keep your product constantly creating income for you as the artist.
- Post on social media sites that your handmade items can be found at our location (ie. Instagram, Facebook, Twitter, etc.).
- Artist must follow all local, state, and federal labeling guidelines for their product. Artist also guarantees to Artistic Roots LLC that none of their items for sale in our store violate any trademarks or infringe on registered slogans, locos, etc. Violation of this will be the responsibility of the artist and will hold Artistic Roots LLC harmless.

Fees and Costs to be Artistically Rooted.

- **Your first question may be... What is it going to cost to be a part of this?**
 - Here are some things to consider:
 - Is my product suitable for a retail setting?
 - Will I be able to be keep up with demands of making current products?
- **Here are the fees:**
 - **A one-time fee of \$10.00 for application and jurying is due at time of application, paid via PayPal. SEND TO: ARTISTICROOTS.OH@GMAIL.COM **PLEASE SEND THIS WHEN YOU ARE SUBMITTING YOUR APPLICATION.**
 - **\$10.00 monthly fee that will be due upon statement of previous month, or subtracted from your monthly PayPal earnings.**
 - **Artist/Maker commission split of 70/30 on ali on all products.**
- **Your fees will cover the following:**
 - An assigned Artist Code to be used on YOUR TAGS for our register system.
 - Your entry into the database which allows us to track and sell your products.
 - Addition of your products to our insurance and lease.
 - Setting the artist up into our PayPal account to ensure easy and timely payments.
 - Continuous display changes throughout the store to showcase your work in various ways.
 - Social media, email blasts, and special invitation events.
 - The purchase of bags, tissue, and other packing materials during customer check out.
 - Cost of debit/credit card processing fees.
 - Reporting and payment of sales tax.

Store Information:

Artistic Roots LLC is located in Downtown Napoleon, Ohio at 709 N. Perry Street, Napoleon, Ohio 43545. Our store is street level, handicap accessible. Large Item delivery is available at the rear entrance of the store.

We are open Monday – Friday 9am-5pm, & Saturday 9am-1pm.
We offer extended hours for Pop-Up, Special Events, & Classes.

How to Contact Us:

E-Mail: ArtisticRoots.OH@gmail.com
Phone: 419-966-3621

Artistically Rooted Store Policies:

We will work with artists to create seasonal specials in the store. We encourage you to announce these specials on your social media accounts to promote more customers.

Due to the nature of the store, we will not permit sale signage for each artist. We ask that you please tag your individual items if you would like them to be part of your own promo or sale.

Return Policy for Customers:

It is our policy to make all sales final.

Theft Prevention:

We understand the importance of loss prevention and are diligent in our efforts to control and stop theft that may occur. Even with these efforts, we know that shoplifting is a risk in any retail setting at anytime. PLEASE KNOW, Artistic Roots LLC is NOT responsible for any lost, damaged, or stolen merchandise.

Liability:

Artistic Roots LLC is not liable nor makes and promises in regards to the success or failures of our partner's sales, the accuracy, or legality of content or operation. Also, know that we expect each artist to independently evaluate the desirability of any agreements with Artistic Roots LLC and is not solely relying on representations, guarantees, or statements set forth in this agreement, or by our employees.

Right to Modify:

Both parties retain the right to modify this agreement if necessary at anytime. However, if these modifications are unacceptable to either party, we have the right to terminate said agreement your continued partnership with us will constitute as acceptance of any modifications.

This agreement may be terminated by Artistic Roots LLC for any reason, at any time. Partners may also terminate their partnership and end this agreement with 2 weeks notice prior to removing their items in our store. Final Payout after termination will follow the normal pay out scheduled as stated in this agreement.

Demonstrations, Classes, Pop-Ups, and "Meet the Artist" events.

We love and appreciate our Artists stories and encourage them to share it with our customers. Be sure to contact Artistic Roots LLC to schedule a day for you to showcase your products and talk with customers at our store. If you would like to teach a class or host a Pop-Up, also feel free to inquire on that process on how it works.