#### **Eastern National**

#### **Local Artisans**

#### **Product Submission Process and Guidelines**

Eastern National stores and www.shopanp.org offer a curated mix of educational and interpretive products by vendors and regional artisans at a wide range of price points and materials. All product sold at Eastern National locations must be approved by the National Park Service operating the individual location.

We love having product representative of the local community in our stores. If you are an artisan looking to sell your product in your local Eastern National park store, please review the below guidelines and follow the submission process to get in touch with our staff.

## **Local Artisan Product Requirements**

Eastern National is a 501(c)3 not-for-profit cooperating association, supporting the interpretive, educational, and scientific programs and services of the National Park Service and our other public trust partners. We exclusively carry high quality educational and interpretive products produced both domestically and internationally. Made in the U.S.A products are given priority review.

- All products must: 1. Reflect Eastern National's mission.
  - 2. Include a message about the artisan, and how this product relates to the history or culture of the site/community on the item, or on the item packaging.

To sell to Eastern National, artisans:

- 1. Must be set up to wholesale their product. Eastern National will buy the product from the artisan at a wholesale price and determine the retail price to sell the items in store. Previous wholesale experience is preferred.
- 2. Must be able ship to the site or drop off product in person.
- 3. Must include a packing list with their shipment that outlines the PO number and product included.
- 4. Must submit invoices to the billing address at the top of the PO, not the Eastern National site they shipped to.
- 5. Must either mail or e-mail to the appropriate accounting contact in an acceptable format. Handwritten invoices will not be accepted. Ability to receive electronic ACH payments is preferred but not required.

## **Product Categories**

We currently accept local artisan product submissions in the following categories: home décor, jewelry and accessories, crafts, art, beauty and personal care, and food. Our current assortment, consumer trends, and demand are all considered when evaluating a new vendor in any category. Categories accepting submissions are subject to change with assortment needs.

### Item quality

All products are evaluated on quality, cost, profit margin, retail price, value compared to comparable items, and minimum order requirements.

Artisan items must be handcrafted in the local community where they will be sold. Use of locally sourced materials is a bonus. They must connect to the culture of the local community or tell the story of the local culture.

# How to submit your handcrafted product to Eastern National

In order for us to properly process and review all vendor submissions, we kindly ask that the below guidelines are followed, and that product meets the minimum requirements outlined above.

Download and complete the Local Artisan Product Submission form linked to the "Selling to Eastern National" page on easternnational.org. Submit the form and any additional product images to <a href="mailto:purchasing@easternnational.org">purchasing@easternnational.org</a> with LOCAL ARTISAN SUBMISSION in the subject line, and we can provide you with the proper contact.

Thank you for your interest in Eastern National!