

# FOR THE TRADE

PARTNERS PROGRAM



## Application

Business Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ *Ex: 9999999999* Cell Phone: \_\_\_\_\_ *Ex: 9999999999*

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Sales Tax License Number: \_\_\_\_\_ *Ex: A1A1234*

Please include a signed and dated copy of your sales tax license. Document must be signed and dated by business owner or primary contact listed above.

Business Legal Name (if different than above): \_\_\_\_\_

Registered Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please list all associates, designers and owners in your firm:

(or include attached list of associates)

Name	Title	Phone	Email	Primary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Required Credentials:

(Alternative credential options listed in program details)

- Business Card or a professional Interior Design firm website listing the applicant's name.
- Sales Tax License (Must be signed and dated by applicant). If you do not have this form, please contact us at [ForTheTrade@FurnitureRow.com](mailto:ForTheTrade@FurnitureRow.com)
- Signed For The Trade policy agreement.

For The Trade members receive a 15% discount on non-sale items throughout the specialty stores at Furniture Row and 40% off MSRP on Gallery vendors at The Showroom @ Furniture Row in Denver CO. Gallery products can be ordered through our Trade Account department and send to any Furniture Row location.

# For The Trade Policy Agreement:

1. Discounted purchases on Gallery Vendor product must be made through a Showroom Consultant. Showroom Consultants will present product information, quote prices, write the orders, apply discounts and coordinate order logistics on Gallery Vendor products. Purchases at Furniture Row Stores may be made through a Sales Associate. We recommend you work with a single representative per store.
2. Fabric samples may be borrowed and signed out through the store's check out policy. Store policies may differ. Samples are subject to up to a \$50 replacement charge if not returned by the specified timeframe.
3. Members must accompany their clients in The Showroom and at Furniture Row stores, in order to purchase merchandise under program discounts. Appointments are encouraged and are required on the weekend. Please contact your Trade Account Specialist or Sales Associate to arrange an appointment.
4. For The Trade benefits may only be used by the named account holder and their authorized associates. Misuse of the program will result in membership termination.
5. For The Trade member purchases will not be eligible for program discounts, if their client has begun the design or purchasing process with a staff member at The Showroom or Furniture Row Store, without disclosing their working relationship with that For The Trade member. It is the responsibility of members to qualify their clients at the start of any project in order to avoid any conflict of interest.
6. Any issues resulting from a For The Trade member measuring or specifying custom order details incorrectly could result in restocking fees, cancellation fees and additional delivery fees.
7. It is the responsibility of members to notify the Furniture Row companies or The Showroom of any changes in his/her contact information. Members are responsible for renewing their For The Trade membership and credentials. Renewal of a member's account will require current credentials and licensing be updated. Renewals are done through [forthetrade@furniturerow.com](mailto:forthetrade@furniturerow.com)
8. Purchased merchandise with the intent for resale, will required Sales Tax License. It is the responsibility of the registered member to provide an approved copy of their license to every store location they intend to shop at. Every Furniture Row and The Showroom location must independently register members for tax exempt purchases. Tax exempt purchases may only be made by individuals listed on the For The Trade account and with a form of payment that matches the member's legal name or registered business. Expect up to three business days for approval on tax exempt accounts. Sales Tax License's must be signed and dated upon submission. Without this documentation, sales tax will be applied to all orders.
9. Members may have their clients pay for a purchase using the client's credit card or other legal tender. Payment from a member's client cannot be used on tax exempt purchases. A registered member of the For The Trade must be present at time of purchase or no discount may be issued.
10. For The Trade membership is only for Interior Designers and professionals working in related fields such as Architecture and Home Staging. The program is not open to businesses not focused on residential Interior Design.

I understand and agree to the above terms.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_