



## PORTSMOUTH A LA CARTE MERCHANT PARTICIPATION AGREEMENT

Business name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

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

Primary Contact & Title: \_\_\_\_\_

Primary Contact Personal/Cell Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Secondary Contact & Title: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

*\*\* Please note that all correspondence will be sent to the primary contact person listed above.*

**As a participating merchant, I understand that:**

- Portsmouth A La Carte is not a discount program - customers pay full price for all goods and services provided by participating merchants. Nor is it intended to replace or compete with individual stores' own gift cards or certificates.
- The Portsmouth A La Carte gift cards and certificates that I have accepted will be redeemed at a rate of 90%. The balance of 10% is used to cover all fees, expenses and marketing of the program. This rate may change in the future.
- Portsmouth A La Carte gift cards may be processed through my existing credit card machine, a web-connected computer, or through a separate terminal. There is no charge for any additional hardware. A processing terminal may need to be placed (free of charge) by Vision Payment Solutions (VPS) within our merchant location in order to run the Portsmouth A La Carte gift card transactions. I also acknowledge that this terminal is the property of VPS, will be returned to them in good working order upon my election to terminate our participation in the Portsmouth A La Carte program. If I fail to return, damage, or elect to keep the terminal, I may be obligated to pay current market replacement value to VPS.
- Reimbursement to participating merchants is made monthly and is based on paper certificates that have been turned in, as well as monthly reports of gift card transactions provided by the gift card contractor.
- It is the responsibility of participating merchants to handle cards and certificates properly, as if they were cash. Lost cards and certificates will not be replaced.

**I agree to:**

- Display signage in my window or at my register indicating that my business accepts Portsmouth A La Carte gift cards and certificates.
- Inform my staff about the program and train them to redeem cards and certificates properly.
- Provide a copy of my logo and a brief description of my business for the Portsmouth A La Carte website.
- Place a link to [www.portsmouthalacarte.com](http://www.portsmouthalacarte.com) on my own website, if possible
- Pay the \$35 set-up fee (for the credit card processing equipment) upon execution of this agreement. Check should be made payable to Portsmouth A La Carte.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_