



## PORTSMOUTH A LA CARTE MERCHANT PARTICIPATION AGREEMENT



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

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

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

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 special rate of 95% for one year from the date of signing. In one year from the date of signing, the rate received will return to the customary merchant rate of 91%. The balance of 9% is used to cover all fees, expenses and marketing of the program. This current special we are offering new merchants is 50% off the current fees for merchants.\**
- 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 EVO Payments Inc (EVO) 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 EVO, 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 EVO.
- 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 (70 words or less) 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: \_\_\_\_\_

I agree that this special rate ends in one year from the date of signing (signature): \_\_\_\_\_