



## Storage

Wisconsin Innovation Kitchen offers free, single pallet, temporary dry storage space to production customers for only production related ingredients and packaging materials on a limited basis for two months. Stored items not used within two months will be subject to storage fees for an additional 1 month. If a Purchase Order is submitted during the storage period, the month count starts over. Storage space is limited to one pallet, four feet high. This policy insures rotation of ingredients and helps balance our limited storage space.

If after the additional 1 month of storage, a Purchase Order for an acceptable size production run is not submitted, stored items will be disposed of at Management's discretion.

1. Limited space will be made available for storing raw ingredients, packing materials, finished product for WInK distribution and only equipment that is used on a regular basis. Storage availability is at the discretion of the Director.
2. Rack storage will be estimated based on the square footage of standard size pallets, four feet high.
3. All product received (cold or dry) that exceeds the four foot height limit will be re-palleted and an additional pallet storage fee will be assessed.
4. Per pallet storage fees for dry storage is \$35.00 per month. If available, cold storage is \$65.00 per month and must be used up within 2 months.
5. Accessing storage areas must be pre-arranged and done during hours of operation. WInK's hours of operation are Monday through Friday, 7:00 a.m. to 2:30 p.m.
6. The rotation, inventory of product, pre-production inventory and year-end inventory will be the responsibility of the owner. Upon request, WInK staff will conduct inventory counts, off-load pallets and rotate product for a flat fee of \$75.00 per request.
7. When loading and unloading product, tenants must be accompanied by staff.
8. All guests must check in at the front desk.

## CUSTOMER POLICY ACCEPTANCE STATEMENT

I hereby acknowledge that I have received and understand the Customer Policy of Wisconsin Innovation Kitchen. I agree to abide by the conditions, provisions, and obligations therein for the entire length of our partnership.

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

Customer Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_