



Dear New Vendor,

Thank-you for taking the time to complete our New Vendor Package please go to <https://vendorsite.theroomplace.com> , complete and return the following:

1. Vendor Application Form – Includes Claim Agreement/Defective Merchandise
2. Shipping/Ordering Information
3. Insurance Request Information
4. Vendor Agreement Form

\*Please include copy of Manufacturer's Warranty. We will not be able to set you up as a vendor until we have above info.

**Please read and review:**

5. Electronic Payment Information
6. Package Requirements
7. AGL Transportation Import Shipping Guidelines  
*7a. Asia Contact List*
8. Domestic Shipping Guidelines
9. TRP Parts Policy
10. Vendor Security Information
11. Receiving Hours and Appointments
12. California Proposition 65 Vendor requirements
13. TSCA Requirements

We look forward to working with you.

Thank-you,

Merchandising Department