**Record Store Day 2023 Retail Code of Conduct**

Name of RetailerClick or tap here to enter text.

Shop Address(es)Click or tap here to enter text.

No. of Shops Click or tap here to enter text.

Website Click or tap here to enter text.

Store Staff Names Click or tap here to enter text.

E-mail contact Click or tap here to enter text.

Email addresses of any other staff members for the RSD mailing list Click or tap here to enter text.

VAT number Click or tap here to enter text.

Date your shop opened Click or tap to enter a date.

Opening Hours Click or tap here to enter text.

In order for your store to participate in Record Store Day on 22rd April 2023, retailers will need to complete, sign and date the following Retail Code by **27th January 2023.**

Non-ERA members will need to pay an admin fee of £95 plus VAT (£114 in total) when returning their forms. ERA members are free of charge.

Once you have completed this form, please save and return to beth@eraltd.org

An invoice will be issued for your records on receipt of payment. **Stores will NOT be signed up to RSD until payment is received.**

Payment should be made via BACS **please state your store name as reference to ensure we can track your payment** and issue you with the correct invoice, our details are below.

**Bank Details**

**Coutts and Co**

**Sort Code:** 18 00 02

**Acc Number:** 85618771

**Reference** [store name]

Record Store Day retailers will receive as part of the sign up procedure:

* A listing on [www.recordstoreday.co.uk](http://www.recordstoreday.co.uk)
* Regular RSD communications / newsletters
* RSD banner (if requested)
* Access to RSD POS assets via the website for download
* Other items as agreed with partners

Retailers are also asked to provide details of any in store events by email to megan@eraltd.org should they require these to be listed on the recordstoreday.co.uk site.

**Accounts held:**

Universal [ ]

Warner [ ]

Plastic Head [ ]

Republic of Music [ ]

Sony Music [ ]

Little Amber Fish [ ]

Cargo [ ]

Proper [ ]

SRD [ ]

PIAS [ ]

The Orchard [ ]

Shellshock [ ]

Kudos [ ]

RSK [ ]

Other (please state top 2):Click or tap here to enter text.

A store must register to participate in Record Store Day by 27th January 2023

A store may only participate in Record Store Day if it is primarily regarded and marketed as a record shop and is an Independent Retail Store engaged in the sale of music products. An Independent Retail Store is defined as any independent shop (less than 20 shops if a chain) selling music as a key product line, which is/or will be open to the public for at least 48 weeks of the year for at least 20 hours over a minimum of 3 separate days per week. For clarification mail order only stores or stores which only operate for limited days during the year or are primarily engaged in the sale of non-music products will not be eligible.

Participating stores must adhere to the spirit of Record Store Day, which is designed to encourage music buyers to visit Record Stores both on the day & after the event. By signing up to RSD you agree you will use reasonable endeavours to be active and positive on social media and use #RSD23 to generate awareness and interest in the event. Participating stores will work with reps and distributors to secure allocations of stock and then communicate proactively with customers to build excitement and positivity around the event itself. Stores will feedback constructively to ERA to help improve the event for all participants.

Participating stores must stock new product throughout the year, placing regular orders with suppliers and stock a relevant range of RSD product. Participating stores must have active\* accounts with a relevant proportion of record labels before 27th January 2023 otherwise they will not allocate product and be able to open accounts in time for RSD.

Participating stores may not open prior to 8am on the day of Record Store Day and may not take pre-orders or reservations for customers not able to come into the shop to make their purchase. No store may hold back product to sell at a later date, either in shop or online. For clarification a shop may not reserve any product on Record Store Day i.e. stores should not hold back product for anyone even if they attend the store later in the day. All RSD product has to be sold on a first come first served basis.

Participating stores or their staff members may not sell any Record Store Day products online or via mail-order until the Monday following RSD at 20:00hrs ie Monday 24th April 2023 at 8pm (the online sales date). Any retailer found to be selling online prior to the online sales date will not be eligible to participate in future Record Store Day activities. Any retailer found to be selling online on their own shop accounts or related staff, friends or family accounts before this date will not be eligible to participate in future Record Store Day activities.

Stores found to be bringing Record Store Day into disrepute by charging unfair prices or operating unfair purchase procedures to customers will not be eligible to participate in future Record Store Day activities. Guidance on what might be considered unfair can be obtained from the ERA office. Please note, if selling on eBay, a fixed price must be offered.

These rules also apply to Black Friday product, with the exception of online sales, where product may be sold at 08:00hrs online after 24 hours.

Stores must agree to read, action and adhere to any subsequent communication regarding the Record Store Day Retail Code.

I confirm acceptance to the above Retail Code [ ]

Name Click or tap here to enter text.

Store name Click or tap here to enter text.

Date Click or tap to enter a date.

Do you require a banner: Yes [ ]

\*active means the accounts have been used on multiple occasions throughout the year prior to RSD

By signing this code you agree to our privacy terms [Privacy Statement - Record Store Day](https://recordstoreday.co.uk/privacy)