



RETAIL SALES FLOOR RULES & REGULATIONS

We want all of our dealers to be successful and have great sales here at Vintage Revival Antiques. To make that happen we have a few basic rules and regulations for all of our dealer partners to adhere to. Most importantly, the retail floor space that you rent needs to be kept stocked, organized, well displayed and cleaned regularly in order for you to obtain the best sales results you are looking for and to build repeat customers for you.

1. Our store hours are Tuesday – Saturday 10 AM to 6 PM and Sundays from 1 PM – 6 PM. We are closed on Mondays. We are closed for the following holidays as well:
 - a. NEW YEAR’S DAY
 - b. EASTER
 - c. JULY 4th
 - d. THANKSGIVING
 - e. CHRISTMAS EVE
 - f. CHRISTMAS DAY
2. If we are closing or changing hours during any other times we will notify everyone in advance via social media/email and will have reminders posted throughout the store.
3. Our standard Retail Floor Space rents at a flat rate of \$1.00 per square foot. Retail space rentals are on a month to month rental basis without a contract. If you occupy the space on the 1st of the month, you are obligated to pay rent for that month. Rent is based on ACTUAL SQUARE FOOTAGE OCCUPIED as determined by VRA Management. Retail space is available in various sizes such as 80,160, 240 and 320 square feet. Larger and custom sizes

are also available. Retail space around our sales counter is available for rent at \$1.50 per square foot.

Anyone renting 500 or more square feet will receive a 10% discount on their monthly rental charges. This 10% discount will not be honored if rent is not paid timely.

4. Rent is due on the 1st of each month and late after the 6th of each month. If your rent is received after the 6th you must pay a late fee of 5% or \$10, whichever is greater – NO EXCEPTIONS. If the 6th is on a Monday, you will need to have your rent payment in by Tuesday at 2 PM. If you wish to pay rent in 6 month increments in advance, we will give a 5% prepay discount. Rent may be paid by CASH, CHECK, CREDIT CARD or PAYPAL. **Rent may NOT be deducted from Retail Sales Proceeds.**
5. Retail Sales Payouts will be made MONTHLY on the 5th day of each month after 2 PM. If the 5th is on a Monday, payouts will be available on the next day, Tuesday, after 2 PM. Retail Sales Payouts must be picked up at the checkout counter in the store. If you have unpaid rent, your payout checks will be held until your rent is current.
6. All sales in the store are subject to a minimum 10% commission paid to VRA.
7. VRA collects and remits all sales tax due on retail sales to the State of Georgia on a monthly basis. The sales tax rate for Walton County is 7%.
8. All major credit cards are accepted for retail sales. VRA covers all transaction fees for the use of credit cards by your customers. There is no minimum for credit card purchases.
9. **INSURANCE. Please remember that VRA does not provide any insurance to cover the value of the items within your retail space. Please check with your insurance agent if you need insurance coverage for your inventory, if desired.**
10. **ITEM TAGS.** As the Retail Floor Space owner YOU are responsible for tagging and pricing each item within your space. All tags should include sales price, dealer code, inventory code if you maintain such and an item description. VRA provides all dealers with price tags to be used for pricing your items free of charge. We want to be able to provide an easy shopping experience for all of our customers and we will try and contact you if an item is not priced properly, but if you are unable to be reached, the product cannot be sold. Also, please make sure that when you are working your space you double check items for pricing.

We will retain item sales tags for your retail sales ONLY for the current month and prior month. Each month we will discard the sales tags from the month before the prior month. Make sure you check your payouts carefully and immediately upon receipt so that any errors

can be corrected before the item sales tags are discarded. We are not responsible for any errors not immediately brought to our attention!

11. CONTACT INFORMATION. Please make sure to update your contact information with us regularly. We need to always have current phone numbers and email addresses to communicate with you regarding questions or sales updates. If you are having any type of sale in your space make sure we are made aware of the sale. If you have a sale sign in your space and do not tell us at the sales counter, it can cause confusion. This can result in the loss of a sale for you and a frustrated consumer. We always want happy dealers and repeat customers.

12. If you do not want to continue to rent your retail floor space, please provide us as much notice as possible. **If you and your inventory occupy your retail space on the 1st of the month, you are obligated to the rent payment for that entire month. – NO EXCEPTIONS!**

Any Dealer that fails to pay rent for three (3) consecutive months will automatically have their retail space cleared out and all of their inventory donated to FISH, our local thrift store charity on the 10th day of the 3rd delinquent rent month. In this situation, no payout checks will be released until all past due rent is brought current. NO EXCEPTIONS TO THIS POLICY!

13. LIGHTING AND ELECTRICAL USE. Lamps, lighted objects, etc are allowed in your space but we ask that you connect these items to a power strip/surge protector in each of your Retail Space areas. We will provide power or access to power, you are responsible for surge protectors and extension cords. **Please use only low wattage energy efficient bulbs in your items for sale, unless chandeliers, Edison bulb lamps, etc. Do not overload any circuit. Please know if you are overloading a circuit, we will unplug the items.**

14. Vintage Revival Antiques wants a high quality, unique retail store experience for our customers. Our focused product mix is on vintage, eclectic, repurposed, rustic and industrial items along with traditional antique furniture and smalls. We will also allow some clothing, jewelry and accessory booths on a limited basis. We only want dealers that will offer a unique shopping experience for all. Therefore, we require you to be selective on the items you sell. Please do not have Dollar Items that are flea market or garage sale related. Be different and unique. Keeping your space organized will help the display of the items and will help repeat customers search for your retail space. VRA Management always reserves the right to ask you to remove items from your floor space that are not in keeping with our goal of a unique high quality retail floor experience.

15. RETAIL SPACE LAYOUT & CONSTRUCTION. Please remember to use sturdy shelving and tables within your space for displaying items for sale. You are welcome to use furniture

pieces to display items for sale but we ask that when your large display piece has been sold you immediately make other arrangements for your small pieces to be properly displayed. Please do not use any card tables or folding tables to display items as they do not appear attractive in our store. Existing dealers may continue to use their existing construction materials in their retail space. New dealers must ONLY use approved materials for building out your retail space. No retail space may have any structures that exceed 8 feet in total height. NO LATTICE, NO WHITE PEGBOARD, and NO FAKE BRICK WALLS. All booths must be painted by the dealer. Please see VRA for color selection approval. Please see VRA Management for more details and examples of acceptable construction materials.

16. If you are displaying books, videos, records, etc. please make sure you have them properly displayed in order for customers to be able to view the product. Please do not stack any of these items directly on the floor, as they may get turned over in the space. Remember clean and organized retail settings generate the best volume of sales.
17. We encourage you to stop in and work your space REGULARLY. Well attended retail space always sells the most. PLEASE DO NOT go to another person's space and discourage a customer from purchasing an item. In other words, do not steer shoppers into your space and discourage them from other's retail space. If you see a customer that appears to need help, please help them find one of our Sales Associates and we will be happy to help them. We want to encourage and not discourage sales. ONLY PLACE TRASH IN THE DUMPSTER. Trash cans are designed for smaller items and customer use. Unfortunately, due to the size of the trash cans they will NOT accommodate booth clean out. THERE IS A DUMPSTER ON THE PROPERTY FOR DEALER TRASH PLEASE.
18. **DO NOT PARK in the breezeway area to unload or load your vehicle. All unloading and loading should be done at the front of the loading dock. We provide plenty of pallet jacks and product movers for your use and will be happy to assist with the "load in/load out" process, as long as we are not handling current retail customer load outs. ANY VEHICLE PARKED IN THE BREEZEWAY WILL BE TOWED. Once the unloading is complete, please move your car across the street. DO NOT STAY PARKED AT THE LOADING DOCK PLEASE. PLEASE UNLOAD AND MOVE YOUR VEHICLE TO A DESIGNATED PARKING PLACE.**
19. Unfortunately, theft can and does happen. Do not help them by making it easy. If you have small expensive items, please LOCK THEM UP in display cases. We are always happy to help customers unlock cases. You need to provide us with a key to any display cases with your dealer code clearly marked on the key ring. We want to prevent "walking" items as much as possible. **We will not cover stolen items, you must carry insurance for the items within your booth.**

20. ARCHITECTURALS. Dealers are welcome to sell any Architecturals in their retail floor space at any time. Dealers that wish to sell in Architectural Alley, our floor space dedicated exclusively to the sale of raw architectural items and materials, should inquire with VRA Management. Minimum quantities and ability to re-stock items is required. ALL ITEMS MUST BE APPROVED. All consignments in Architectural Alley will be charged a 30% sales commission. **PLEASE DO NOT PLACE ANY ITEMS IN ARCHITECTURAL ALLEY WITHOUT PERMISSION. – THEY WILL BE REMOVED!**

21. COMMUNICATION. Please know we are happy to help dealers and customers at Vintage Revival Antiques. We are available via email, Facebook messenger or phone during business hours. Please know we will respond as soon as we are available if you are contacting us after hours. Customers always come first. If you are at the counter and need a printout, price or assistance we will be happy to assist once the transaction with the customer is complete.

We want to have a long-standing successful partnership with you. We want to be as supportive as possible to help your sales exceed your expectations. To that end, we always encourage feedback and ideas from you on how to make the retail sales experience at VRA the best possible for our customers. Further we reserve the right to modify and update these rules and regulations from time to time as needed.

Thank you,

The Vintage Revival Antiques Team

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