

Vendor Rental Agreement Contract and Rules

Welcome to Shaggy's Indoor Flea Market, located at 175 N. Crescent Ridge Ste 2, Dubuque, IA 52003.

Shaggy's is a month-to-month agreement. First month's rent is due in full, before moving in. If it's after the 1st of the month, we will pro-rate the rate by the day and next month's rent must be paid in full.

_____ We will take the following month's rent from your sales on the 26th of the month. If you don't have enough in sales, you will be notified and you will have 5 days from the day of notification to pay in full. On the 6th day, there will be a \$5.00 charge per day if rent is not paid. Vendors shall not remove any merchandise from their space until all rent is paid in full. After 15 days of past due rent, the vendor will forfeit all leftover merchandise to Shaggy's Indoor Flea Market.

_____ Units are rented monthly. Vendor's agree to give Shaggy's a 30-day written notice on or before the first of the final month of space rental. Shaggy's reserves the right to end this contract or choose not to renew it, should a vendor not adhere to the terms of this contract.

_____ I commission Shaggy's Indoor Flea Market to sell my merchandise for 3% commission to the public.

If you wish to offer a discount you need to notify the cashier of day of sale dates and discount offered.

_____ Shaggy's will automatically deduct 2.75% of the vendor's credit card sales to cover credit card fees. This equates to \$2.75 for every \$100 in sales.

_____ As a vendor, you agree not to hold Shaggy's Indoor Flea Market responsible for any lost, stolen or damaged items (fire) or any damaging acts of God. Vendors agree not to hold the Market or any of its owners responsible for any injuries that occur on the property of Shaggy's Indoor Flea Market. The Market has security systems in place for theft protection. It is the vendor's responsibility to have insurance coverage on their merchandise.

_____ Vendors will conduct all business at their own risk. The vendor shall be responsible for keeping his/her own income tax records and reporting. A monthly invoice will be provided by Shaggy's to make record keeping easier. All sales will be tracked at the store front. You will receive an invoice and a check on the 2nd of the month. All checks must be picked up in person. Shaggy's will not mail out checks.

_____ Vendors will not sublease or share their personal space with other individuals without the permission of Shaggy's. Co-signing on a shared rental space must be preapproved. Vendors agree to maintain their own space and stay within the limits of your assigned area.

_____ All merchandise brought in must be saleable, clean, and in good condition and clearly marked. Saleable items include collectable, desirable, vintage, antique or handcrafted items. No clothing is allowed unless it is pre-approved. If you are unsure about the eligibility of items, please consult management. Shaggy's reserve the right to refuse merchandise items bought in.

_____ In order to sell food products, we must have a copy all city, state and federal food processing license.

_____ All items must be tagged. All items must adhere to a specific labeling system. Shelving units will be numbered. These numbers are different than vendor numbers and item numbers.

- 1) In the left-hand corner, place your given vendor number. This must be **highlighted**.

- 2) In right-hand corner, please put item number.
Vendors are responsible for recording and creating item numbers. Do not highlight this.
- 3) In the middle of the tag, place a description of item and price. We will be tracking all items under item numbers only.
 - o All 'sets' must be marked appropriately. (*ex. set of glasses 1 of 4, etc.*).
- 4) Vendor's must keep track of their own inventory.

Vendor #	Item #
Name or description of item	
Price	

_____ We have an area for untagged items. We will hold untagged items for 30 days. Any items not claimed will be forfeited to Shaggy's Indoor Flea market.

_____ It is the vendor's responsibility to report stolen or missing items to Shaggy's.

_____ Large appliances, pornographic material, drug paraphernalia, and stolen merchandise will not be allowed. Live creatures of any kind are not allowed. We do not allow used clothing or bedding. Shaggy's has the right to confiscate and remove any vendor items if not approved. All vendors will be responsible for determining the eligibility of their items.

_____ Vendors warrants that all merchandise in their booth belongs to them and complies with all local, state and federal guidelines. The flea market reserves the right to confiscate any vendor items without prior notice.

Shaggy's operates a Facebook account and online website that includes an online store. When you stock your shelves, please take a picture and post to our Shaggy's Indoor Flea Market account. This is advertising your merchandise on our FB. If you don't know how to do this we will help you with this. Please promote your products by "Liking" us at Shaggy's Indoor Flea Market and sharing photos of your booth. We encourage you to spread the word about the store via fliers, business cards, social media, and other means of communication. Here at Shaggy's we are always looking for ways to make things better, so if you have any ideas please let us know.

Lisa M. Hammel

Shaggy's hopes you all have good pickings.

Booth Rental Agreement contract

Booth Renter _____

Address _____

City _____ State ___ Zip _____

Phone # (Home) _____ (cell) _____

Email _____

Can we text your Cell Phone? Yes _____ No _____

Copy of ID required

Vendor # _____ Booth # _____

Monthly Booth Rent _____ Commission 3%

Signature _____ Date _____

Space Rental 3' long x 18" deep 7' tall

1 Shelf – 10.00 per month

1.5 Shelf unit - 30.00 per month

Additional units add 25.00 per month

Floor Space is 1.50 per square

We are happy to welcome you to Shaggy's Flea Market. We want to build a flea market family. We all have our reasons why we love picking or it could be you just want to downsize your house. Some of us love to make beautiful crafts, while others are savvy flippers.

Flea markets have become a shopping destination. So, let's give our customers something to look at, talk about and hopefully buy. Get creative and have fun making your space look attractive, by changing things up in your booth, and bringing in new items on a weekly basis. People look for one-of-a-kind items, along with the old classic favorites. Customers are always looking for a great bargain, so pricing your items right or advertising a discount might be a good thing if you want to have great sales. When you give someone a good deal, they will come back again and again.

Letting people know you have items at Shaggy's helps your sales. We operate a closed "Shaggy's Vendor's Group" on Facebook for vendors to discuss ideas. If we get a customer looking for something special, we can put it on there and hopefully one of you has the item we can sell to the customer. This helps everyone know what people are looking for, so when you come across an item that was on our list you can buy it and flip it. It is also to help each other when we don't know what to price an item. Also, we need to help each other out while having fun doing it. Please like us on Facebook and share with your friends on Facebook, Twitter, Snapchat or any other social media you can.

New ideas are always welcome, it might not be something big but if it makes it something easier, faster, better or gets more customers in door so your items can fly off the shelf, we are all for that.

Shaggy's Indoor Flea Market wants to wish you happy picking, crafting and selling.

With gratitude,
Lisa, Brian, Bryce and Brisa.

Don't forget to Like us on Facebook: Shaggys Indoor Flea Market
Please ask to be added to our Facebook Vendor Group
Website: www.shaggysfleamarket.com