



2023 Dealer Booth Rental Contract for
Jill's Handpicked Treasures, LLC

115 Bird St Hannibal, MO 63401
Handpickedmarket84@gmail.com

Dealer Code (Booth Name): _____

Name: _____

Address: _____

City: _____ State: _____

Phone Number: _____ Home Work Cell (circle one)

Secondary Phone Number: _____ Home Work Cell (circle one)

Email: _____

Description of Merchandise to be displayed in booth: _____

Acknowledgement:

I, _____, have read, understand, and agree to the guidelines outlined within the booth rental contract for Jill's Handpicked Treasures. I have reviewed the policies and procedures and agree to follow them while acting as a dealer with Jill's Handpicked Treasures.

Signature

Print Name

Date



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Policies and Procedures

Prices:

Booth rental prices are \$1.75 per square foot. Booths will be rented on a first-come, first-served basis. Jill's Handpicked Treasures will also apply a 5% handling fee to all sales. The rental contract is for a 6-month period and extended on a month-to-month basis thereafter. Vendors will be required to submit a \$50.00 security deposit. Deposits will not be returned if vendors move out before the initial required 6-month period or without a 30-day notice unless approved by Management. Vendors may stock their booth anytime during store hours. You may not keep the staff after hours to work on your booth. The vendor may terminate the rental agreement by submitting a 30-day notice to handpickedmarket84@gmail.com by first day of the month.

Initial:

Rent Due:

Rent is due the first day of the month for that month. If rent is overdue by 30 days, unsold merchandise may be sold by Jill's Handpicked Treasures, LLC to cover past due rent and cannot otherwise be removed from the market until rent is paid in full. Rent extends from the first day of the month to the last day of the month. Rent payment forms accepted: Cash or Check

Sales Tax: Jill's Handpicked Treasures, LLC will be responsible for the collection and payment of sales taxes to the State of Missouri. Vendors may not use the Jill's Handpicked Treasures tax number for their personal use. Payouts are post sales tax deduction.

Pay Periods:

The close of business on or around the 26th of the month is the cut-off date for processing sales. Checks to vendors must be picked up in person and will be available on the first day of each month. We may be closed on the following holidays: Easter, 4th of July, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day. (Additional closure dates subject to owner discretion)

Subleasing:

Subleasing of one's booth space must be approved by management. Should two or more individuals occupy a single space, one person must accept responsibility for the payment of the rent. Jill's Handpicked Treasures will ONLY accept a single rent payment for the full, monthly amount.

Price Adjustments:

Jill's Handpicked Treasures employees will attempt to contact you regarding price negotiation on items exceeding \$100 unless item is marked Firm. Any item listed below \$100 will be sold at the price listed unless an agreed upon sale has been decided and posted in vendors booth. Any promotional sales must be submitted to management, 7 days prior to posting in booth.

Vendor Identification:

All vendors will have an identification number and that number must be shown on all merchandise price tags. Only the owner of the merchandise will be allowed to remove unsold items.

Initial:

Pricing:

Vendors must furnish their own price tag with readable notations on the front. Price tags must contain the following information: Vendor ID, Price and a short Item Description. To protect the vendor, prices cannot be crossed out and replaced by another price written on the tag. Price tags must be securely fastened to merchandise. If a price tag is not visible on your products, we will attempt to contact you. If we cannot contact you, the staff has the right to refuse sale of the item.

Housekeeping:

Vendors are responsible for keeping their own space and merchandise clean and orderly. Jill’s Handpicked Treasures is responsible for maintenance of aisles, restrooms and common areas. Jill’s Handpicked Treasures provides vendors with cleaning services of booth space. If a vendor’s booth becomes visibly dirty or dusty, the vendor will be notified to clean it. If the booth space has not been cleaned within five working days a \$15 cleaning fee will be applied to the account. Vendors will keep all items within their rented boundaries. If you find a piece of merchandise that does not belong to you in your booth, please give to Jill’s Handpicked Treasures Staff and we will put in correct booth.

Prohibited Sales

Management of Jill’s Handpicked Treasures reserves the right to prohibit any item from being sold on the premises and reserves the right to refuse any merchandise we feel is incongruent with the owners’ atmosphere and quality.

Items allowed: Quality vintage, antique, collectible, gifts, home decor, and artisan merchandise.

Items that are clean, free of insects, dust, and in good condition

Items not allowed:

- Inappropriate for children, including bad language or pornography
- Live animals
- Low-quality items that have no collector or decorator interest
- Unwanted household items
- Drug paraphernalia, items containing alcohol, items containing flammable liquids, tobacco products
- Firearms, ammunition, fireworks or explosives, large gas/electric powered appliances (stoves, washers, dryers, etc.)
- Hazardous, dangerous, or endangered materials

Other Notes:

- Mechanical or electrical items that do not operate properly must be so noted
- Any fines levied for selling improper goods are the responsibility of the vendor in question and Jill’s Handpicked Treasures, LLC will not be held accountable
- Smoking is not permitted at the front of the store, but you may smoke in the back
- Food and Beverage sales must be approved by management and must also be approved for sale by the health department

Initial:

Displays:

All Sales merchandise must be kept within each vendor’s assigned space. Customer walkways shall not be obstructed by merchandise. Merchandise and shelving must not extend farther than 2 feet above the divider walls without approval from management. Booths must be kept in a neat condition. All electric extension cords must be in undamaged condition.

Move-Out:

Move-outs shall occur on or before the last day of the current rental period. If vendor’s items are not completely moved out with their space cleaned by the last day of the month, they will be charged an additional month’s rent. Management must be given a written 30-day notice in advance of a move-out by the first of the month via email. Vendor must settle all overdue rent charges and damages before removing merchandise. Booths must be left how they were received prior to set up. A \$15.00 cleaning fee will be deducted from the deposit if the booth is not cleaned after moving out. Jill’s Handpicked Treasures staff will not be available to assist vendors in transporting merchandise in or out of the building. Any merchandise left in the store after you move out will be surrendered to Jill’s Handpicked Treasures.

Losses and Insurance

Vendor is responsible for his or her own insurance & premise liability. Jill’s Handpicked Treasures, LLC will not be responsible for any loss or damage of merchandise, property, or equipment, either from natural or unnatural causes, such as theft, fire, flood, wind, rain, or any other cause whatsoever. The owners carry building liability insurance in the case of fire and accidents as well as individual insurance on the contents of the building equipment and personal inventory in the case of theft, fire, or accidents. Each vendor should carry their own insurance for their protection against theft, fire, and damage. Management cannot ensure inventory that we do not own. The signed contract acts as a waiver in removing Jill’s Handpicked Treasures, LLC employees and its ownership from any responsibility. We will do what we can to protect your items, but Jill’s Handpicked Treasures cannot not be responsible for any thefts of your items.

Termination of Agreement

Jill’s Handpicked Treasures requires a 30-day written notice when and if the vendor decides not to renew this rental agreement. Jill’s Handpicked Treasures may immediately terminate this agreement, upon written notification to the vendor, if said vendor fails to comply with all terms of this agreement. Vendor agrees to remove all items from the booth within 72 hours after written termination of this rental agreement. Jill’s Handpicked Treasures shall have the right to remove the vendors items and exercise his lien rights on such items to secure and guarantee payments of all monies due to Jill’s Handpicked Treasures. In the event Jill’s Handpicked Treasures enforces such lien by obtaining possession of any property belonging to the Vendor, and if the Vendor does not redeem said property by paying the amount owed within fifteen (15) days after such seizure, Jill’s Handpicked Treasures shall have the right to sell such property and apply all proceeds to the cost of removing and storing the property and all other costs of the sale and to the amount of rent due in that order. Any amount so remaining from the proceeds of such sales will be paid to the vendor.

Contract is subject to change.