



Name: _____ Phone Number: _____
Street Address: _____
City, State, Zip Code: _____
E-mail: _____ Vendor ID: _____
Tax Exempt Number (if applicable): _____

1. **Rental-** I agree to pay \$ _____ a month for Booth Space(s) _____ beginning on _____. Rental agreement is renewed monthly unless **30 days written notice** is given. If notice is given after 10th of month, you will be responsible for the next full month's rent- no exceptions. Rent is due on the 1st of the month, and will be automatically deducted from the previous month's sales. A \$10 late fee will be assessed on all fees not paid by the 30th of every month. If rent is more than 60 days late, the booth contents will be retained by Piney River Antique Mall and sold to cover any losses. Contracts may be terminated by management at any time for inappropriate behavior, on-site dealing, or harassment to vendors, customers and employees.
2. **Fees-** A 10% commission fee will be charged by management on all sales. This will cover all payment processing, sales tax, and advertising. An additional \$2.00 fee will be assessed monthly to each vendor for online access.
3. **Booth Contents-** All merchandise must have an affixed price tag listing your vendor ID#, the price, and an item description. For Example: #01, \$10.00, yellow chick apron. This helps ensure that we pay you the right amount for the right item, and prevents tag switching.
Booths on the main floor must contain over 50% vintage or antique items (pre-1995.) Locked cases are not allowed in booths. We offer case rentals for your convenience. Items in upstairs booths must be able to be carried by one person, and cannot exceed 50 pounds. Reproductions must be marked "Reproduction."

Prohibited Items: We do not sell pornography, firearms, or ammunition. Clothing is limited to vintage items (pre 1995) or sports memorabilia.

Booth Decor: Booths may be painted with a \$100 deposit. Other, removable decoration is allowed (such as paneling, barnwood, etc.) Booth must be returned to original condition at end of contract.

4. **Discounts and Sales:** We reserve the right to offer a 10% discount on all items priced \$20 or above unless marked "firm." If you wish to offer a sale, please alert staff so we can provide you with signs.

5. **Payment:** Vendor checks may be picked up in person on or after the 10th of each month. Any balance below \$5.00 will be carried over to the next month. Checks may be mailed for the price of postage.
6. **The following individuals are allowed to authorize price changes and remove items from my booth(s).**
- a. **Name:** _____ **Phone:** _____
- b. **Name:** _____ **Phone:** _____

7. **Liability-** While we hope it never happens, Piney River Antique Mall is not liable for any lost, damaged, or stolen merchandise.

By Signing, I am agreeing to the terms listed above.

Signature: _____ Date: _____
Employee: _____

Access your sales online! You will be e-mailed an invitation to our online vendor access to the email provided above. You will be able to view up to the minute sales anywhere with internet access.

Once you have received your invitation, go to www.pineyriveram.consignoraccess.com

Your user ID will be your vendor #, _____, and your temporary password is one provided in your initial e-mail.

To change your password, click on your name in the right hand corner. Select "Edit Profile." This allows you to change your personal information and enter a new password.