**Two Sisters and a Warehouse LLC – Vendor Contract**

**101 Lake Street**

**Peoria, Il**

**309-839-2286**

**Two Sisters and a Warehouse LLC**, a vibrant new marketplace showcasing quality Thrift, Antique, Boutique and Craft Dealers and Artisans. We come together as a passionate group who want to make a positive impact on the customers who shop with us.

**Our business hours are:**

Monday - Saturday 10:00AM to 6:00PM

Sunday 12:00PM to 5:00PM

**Vendor Move In hours are: To be arranged with the Front Desk**

**Two Sisters and a Warehouse owners are Kelly Wickware and Traci Cole.**

**The following are the RULES and REGULATIONS outlined in our contract for the operations of Two Sisters and a Warehouse LLC. These Rules and Regulations are a part of the Rental Agreement and Vendor Application.**

1. **Booth Rentals:** Booths will vary in size depending on the needs of each vendor as well as the floor layout plans of the store. They are rented by the square foot at $2.75 and will be rented on a first come, first serve basis. Vendors are required to give a security deposit of $50.00 at time of contract which will hold your space. The rental contract is extended on a month-to-month basis. The vendor or Two Sisters and a Warehouse may terminate the rental agreement by submitting notice in writing in advance of the first day of the month for move out at the end of that month on the last day.

2. **Commissions:** We will not charge commission to Vendors but will charge 6% of total sales for Credit Card costs, marketing, maintenance and security costs. Vendors who wish to see their daily sales can sign up for nightly sales alerts for $10 per month. The front desk will not be able to give you that information throughout the month.

3. **Human Capital Investment:** It is important that every vendor also be involved in the running of Two Sisters. No one can service our customers with the friendly and helpful customer service that only those invested can provide. Each Vendor will be required to work the sales floor a minimum of 5 hours per month. Sign up is on a first come first serve basis and sign up posted by the 23rd day of each month for the following month. \*If you are unable to put in the required amount of hours, you will be charged $8.00 per hour for the hours not worked. \*You may choose at time of contract signing to elect out of the Vol Hours. If this is done at time of contract, you will only be charged a total of $25.00 per month instead of $40.00.

4. **Rent Due:** Rent is due prior to the first day of the month for that month for new Vendors. Rent will be deducted from accumulated sales of the previous month. If rent exceeds sales for that month then payment by the vendor is due by the 8th of the month and will accrue penalties of $2.00 per day after the 8th. If rent is overdue by 30 days, unsold merchandise may be sold by Two Sisters and a Warehouse LLC to cover the past due rent and cannot otherwise be removed from the store until rent is paid in full. Rent is always from the 1st day of the month to the last day of the month.

5. **Pay Periods:** The close of business on the last day of the month is the cut-off date for processing sales. Checks to Vendors may be picked after notice that checks are done which will always be by the 8th of each month. One month’s rent and the 6% operations fee are deducted from the sales. Vendors may choose to have daily access to their sales via a web account at a cost of $10.00 per month. A statement of the month’s sales activity will be provided with the check to all Vendors.

6. **Sales Tax:** Two Sisters and a Warehouse LLC will be responsible for the collection and payment of all sales taxes to the Treasurer of the State of Illinois.

7. **Pricing:** Vendors must furnish their own tags. Vendor identification on each tag is required using First Initial, Last Initial and House Number. Your sales tag will also be required to include an Inventory # which will be used in the sale of all merchandise and provided on your monthly statements. Tags from each item sold will not be collected and returned.

8. **Vendor Discounts:** A 5% discount will be offered to any vendor in the store as an additional Vendor benefit. At times customers may ask for a negotiated price on a particular item. We will do our best to call Vendors when this happens but will not negotiate prices without the full consent of the Vendor. \*You may wish to declare and approve a price point and “up to” discount on your file so that a call and approval is not needed on each request but this is not required.

9. **Display:** We require that all Vendors take pride in the appearance of the store as a whole and within each Vendor space. Box’s of items are not allowed in your space and all items must be displayed in an inviting and sales oriented way. All sales merchandise must be within each vendor’s assigned space. Customer walkways shall not be obstructed by merchandise. You may not secure false walls, etc. to the walls or floor without written permission from Management. Management retains the right to approve or deny Vendor applications and displays.

10.**Housekeeping:** Vendors are responsible for keeping their own space and merchandise clean and orderly. Two Sisters and a Warehouse LLC is responsible for maintenance of aisles, rest rooms and the common areas of the store.

11.**Prohibited Sales:** Management of Two Sisters and a Warehouse LLC reserves the right to prohibit any item from being sold on the premises that they feel is inappropriate or needs further local or state licenses for. All sales will go through the cash register. Any sale that does not go through the sales register will violate this agreement and serve as cause to terminate it. Vendors who chose to work their own booth at any time to increase their sales are allowed to “deal” or reduce a price to a customer but are not allowed to complete the sale without it going through the sales register. No parking lot sales are allowed.

12.**No Smoking:** No smoking will be allowed within the building. A designated smoking area is provided and marked outside.

13.**All Laws Apply:** Vendors shall abide at all times by the codes, ordinances and regulations of the city, county, state and other government agencies having jurisdiction over the conduct of the vendor’s business.

14.**Move-Out:** Move-outs shall occur on or before the last day of the current rental period. Holdovers will be charged a pro-rated rental amount. Management must be given a 30-day notice in advance of a move-out by the First day of the month. Vendor must settle all overdue rent charges and any damages before removing merchandise from A Two Sisters and a Warehouse LLC on or before move-out day.

15.**Losses and Insurance:** Vendor is responsible for his or her own merchandise insurance and premise liability. A Unique Thrift-Tique LLC will also be required to secure Liability Insurance at all times. Two Sisters and a Warehouse 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.

16.**Facebook:** Vendors should request to join Vendors of Two Sisters and a Warehouse Facebook page as this is where we post important information. We also suggest sharing posts to your own timeline from our Two Sisters and a Warehouse public page.

17.**Sales and Discounts:** Vendors can hold a sale or give a discount at any time within their booth. You must let the front desk know in advance so they can input it into the register profile. Signs about sales and discounts are to be provided by the Vendor as Two Sisters will not be developing or printing them.

Vendor Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State/Zip\_\_\_\_\_\_\_\_\_\_On FB \_\_\_Y \_\_\_N

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vendor # Given (FNI,LNI,House #)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Space #\_\_\_\_\_\_\_\_\_\_\_\_

Space Size in Dimensions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Size in Sq Foot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sq Foot Rental Price $2.75

Total Monthly Rental Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month

1st months’ rent to be paid by \_\_\_\_\_\_\_\_\_\_Paid \_\_\_Y \_\_\_N

Move In Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Paid $\_\_\_\_\_\_\_Date PD\_\_\_\_\_\_\_

I would like to have daily access to my sales $10.00 per month \_\_\_Y \_\_\_N

\_\_\_\_I do not plan to work the 5 Vol Hours Per Month Chg Per Month \_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, have read and agree to the above rules and regulations as well as the space assignment, dimensions, sq foot and rental charges.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature Date Two Sisters Signature Date

\*Should you choose to move booths that are of a different size, a new contract must be signed first.