

# TREASURE CHEST VINTAGE MARKETS

www.treasurechestvintagemarket.com

1. Welcome to the family. Thank you for requesting information about our stores.
2. Management will reserve the right to prohibit any item from being sold on the premises.

LOCATION	CLOTHING	APPLIANCES	LIVE PLANT	ANIMALS/TAXIDERMY	BABY ITEMS, CARSEATS, BEDS, SAFETY ITEMS	COUCHES/LARGE RECLINERS	FIREARMS, ALCOHOL, WEAPONS	PORNOGRAPHY
ALEXANDRIA	NEW WITH TAGS	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
PINEVILLE	NONE	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
TIOGA	APPROVED BOUTIQUES	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

3. Payday is the first Monday of the month in Pineville. Pay day is the first Tuesday of the month for Alexandria and Tioga. There is a 5% charge for all sales. Following the last day of the month, Van Gossen Industries totals all your sales, subtracts your rent for the next month and 5% of your sales. You will be issued a check for the total. If your total sales do not cover these charges, you will be issued a bill to cover the following month's rent.

**You agree to a month-to-month lease.** You must give two weeks' notice to move out or two weeks rent charge will be collected. Not paying your rent will cause your booth to be closed. If your rent is overdue by 1 month, you will receive a notification via text and phone call to bring your account up to date. At 45 days, we will start packing your booth (60 DAYS MAX), your inventory/treasures will become property of Van Gossen Industries LLC. A \$10 per week late fee will be charged after the second workday of every month. A packing and disposal fee of \$50 will be assessed.

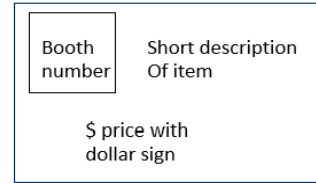
Workdays are every Tuesday in Alexandria and Tioga and every Monday in Pineville (ONLY during these workdays may you break down, rebuild, change, tag or paint your booth). You must come to at least one workday a month. The hours are 9:00 am till 7:00 pm. If you are sick or out of town, please let me know and we will plan to fix your booth. You will be responsible for the cleanliness of your booth. We will keep the aisles clean and free from clutter.

4. You may bring priced items in during store hours. One tote at a time, so as not to disturb the customer. Please do not spread out your items when stocking your booth as this is a potential fall hazard for anyone walking through the store.
5. You are not allowed to have anything outside of your booth area. You must stay inside the confines of your booth. Management reserves the right to move any merchandise or shelves into the confines of your space.
6. You are not allowed to use nails. Screws shall be used.
7. Things to consider bringing on vendor day: Tape, Scissors, tags, drill, screws, tools needed to complete job. We do have drills in the store. You may use them. We don't keep a full array of tools.

Please clean up your area when you are finished. Vacuum, sweep and dispose of large trash items outside in dumpster.

8. Requirements for item tags: This tells me who to credit for any sold item.

- Booth number in a corner with a circle or square around the booth number
- Must be legible.
- Price with a dollar sign
- No stickers, garage sale stickers. Labels may be affixed to a tag.
- Description will help identify theft. Switching tickets is a problem in all places of business.
- SIZE MATTERS:
  - Tickets shall not be smaller than 1 inch by 2 inch and
  - Tickets shall not be bigger than a business card 2 in by 3 in
  - Booth number and Price shall be on the same side.
  - Inventory numbers are for you. Put them on the back of the ticket.



9. When planning out your booth setup, ensure that we can retrieve your items.

10. If your booth is equipped with electricity, and you plan to use it, please bring a surge protector with your name on it and place it in an accessible area. We will power it up and turn it off each business day. You may also use a timer.

11. Communication is carried out through our private Facebook page and our monthly INVOICES. If you don't use Facebook, that is understandable. Please read the information provided each month. You may also choose to reach out to Phyllis or Stephanie at any time. Phyllis 318.613.5750 or Stephanie 318.471.7174 via text or call.

12. Friend request: Phyllis Van Gossen or Stephanie Van Gossen on Facebook, we will add you to our private group.

13. The individuals that work behind the counter are there for your benefit. We will not tolerate rudeness, meanness, or abuse of any kind towards them. You are our customers. The folks that come in the door are your customers. We strive to be cordial to everyone, as well as you to us.

14. Sales tax: Van Gossen Industries LLC will be responsible for the collection and payment of sales taxes to the Rapides Parish Sales/State tax office. You may not use our sales tax number for your personal use.

15. It is your responsibility to follow up with your personal taxes. We do not 1099 at the end of the year. Should you need a copy of the information, one will be provided to you. Contact Phyllis

We look forward to an exceptionally good working relationship with all our vendors. Please feel free to contact me (Phyllis Van Gossen) any time at 318.613.5750 or Stephanie Van Gossen 318.471.7174.

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Name

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Date

Phone number