

Information Sheet
Renting a space at margo&evie

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margo&evie

(Margo and Evie Vintage Ltd)
Units 12-14
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Please contact us (via email address above) for more information on becoming a trader with margo&evie.

Below is a copy of our Trader/Licence Agreement. When reserving a space within margo&evietoo, a deposit equivalent to one month's rent will be payable to reserve the space. This deposit will then be used as the first month's rental. Should the trader decide not to take the unit agreed, the deposit will be retained by Margo and Evie Vintage Ltd and forfeited by the trader. Rental amounts quoted include VAT.

1. Monthly rent amount is due on the first working day of each calendar month (in advance), via standing order. The trader is responsible for setting up the standing order as we are unable to do this on their behalf.
2. We will act as a facilitator for the trader and will collect all money made from retail sales.
3. We use a POS computerised till system run by Lightspeed. Lightspeed sends out a daily, automated inventory report at midnight which will show your sales. This report is cumulative and therefore by the end of the month the trader will have a full month's

report. The report is then cleared to start again from the 1st of the following month. It is worth noting that this is an inventory report and therefore sales show as minuses of stock taken out.

4. After close of business on the last day of the month (unless this falls on a weekend, in which case it will be Monday), we will send out a monthly sales summary which will include commission and any other charges taken.
5. A commission fee of 10% plus 20% VAT (charged on the commission only) will be charged on the sale of all items. The commission charge plus VAT and any other due payments will be deducted from all sales. This equates to 12% in total.
6. Margo and Evie Vintage Ltd are VAT registered and the 20% VAT rate will be added to the 10% commission charge and the price of the rental. However, if the trader is VAT registered, they should advise us so that they can be invoiced showing the VAT amounts charged separately.
7. We will provide card payment facilities to the trader's retail customers, the cost of this facility is included in the 10% commission fee.
8. Margo and Evie Vintage Ltd will forward all sales money to the unit trader on the 6th of the following month, **upon receipt of the agreed unit rental fee**. If the 6th falls on a weekend, monies will be transferred on the following Monday. Should the rental fee not have been received, such money will be held until the agreed rental has been paid. After 2 consecutive months of non-payment, we reserve the right to reclaim loss of unit rental from the sale of the unit trader's stock. The rental agreement will then come to an end and the unit trader will have no further claims to trade with us.
9. The trader will provide us with current contact details, landline telephone/mobile numbers and any personal information will be held securely. If the trader is VAT registered, we shall require the company registered address also.
10. We will provide a suitable environment for the trader and their customers. A rental space may be provided with an electrical socket; any additional lighting, used within a unit will be at the responsibility of the trader and MUST be PAT tested.
11. The trader must consider if discount can be applied to the sale of their goods and provide us with these details.

12. We reserve the right to take photographs of any trading unit and the stock therein, for the purpose of promoting and marketing.
13. We agree to display the business cards of traders as long as these do not advertise goods and services that conflict with other businesses within The Bell Plantation Garden Centre.
14. We will endeavour, where possible, to promote any trader's social media posts and would expect traders to support the shop and other trader posts.
15. Margo and Evie Vintage Ltd retail for themselves and on behalf of the trader, the nature of the business is the sale of vintage goods, antiques, up-cycled furniture, handmade and collectables. Our professional image is fundamental in supporting each trader. All stock and units will be monitored in order to maintain both the trader's and our reputations. Stock must meet the criteria mentioned as above. If standards are not met by the trader, we reserve the right to terminate the Rental Agreement. Stock should be removed within 7 days of the date of the termination letter.
16. All traders should check that they are not retailing goods that are in direct competition with any other traders within the shop(s) you are trading from and with any other tenants of The Bell Plantation Garden Centre. If traders are in any doubt, please check before displaying items(s) for sale. Any items that are considered to contravene this will be removed immediately. If standards are not met by the trader, we reserve the right to terminate the Rental Agreement. Stock should be removed within 7 days of the date of the termination letter.
17. The trader will be responsible for insurance of their stock. We will not be liable for the loss or damage to trader's stock however incurred.
18. Goods belonging to the unit trader that are NOT for sale and are used to display stock should be clearly marked in an obvious manner. Such items are used for display at the owner's risk.
19. The unit trader will be responsible for clearly marking and attaching labels depicting their trader number, a description of the sale item, and price. The trader will supply their own labels and securely attach them for sale. All labels are kept in a trader folder

and can be collected at any time to be checked against the inventory report, so it is important to ensure that your label are easily removed and contain the correct information. Labels are kept for three weeks after month end after which time they are disposed of.

Trader No: Item Description: Price:

20.Prices should be round numbers. .99ps throws the Lightspeed reporting out.

21.The trader must only sell safe items that are 'fit for purpose' and authentic, any electrical Items that are NOT PAT tested must have their power cord removed and be labelled A/F (as found). All items sold, or to be sold by the trader must have appropriate CE and UK standards. We will not be liable for any claims or losses incurred by items sold. We also reserve the right to withdraw and return to the trader any items that it deems not to comply with the above.

22.Any re-upholstered items of furniture being sold by a trader MUST have been re-upholstered in fire retardant materials and fabric and meet the standards set out in FIRA's guidelines. The trader should supply a list of the materials used during the re-upholstery process (photographic evidence would be best) and all items should be labelled in accordance with Fire Safety Regulations. The trader will be required to sign the record stating that the information is correct and that the items meet the requirements.

23.We do not have permission to sell cosmetics etc.

24.Any candles, diffusers, oil etc sold by the trader should be labelled correctly in accordance with Health and Safety Regulations. Any items found not meeting these criteria will be removed. Currently, only Hopping Hare Candles have permission to sell candles, melts, diffusers etc from margo&evie too and we are not taking on any traders who sell these.

25.Any goods being sold as toys must comply with the appropriate Health and Safety and Trading Standards and labelled correctly. Any goods not complying with these standards will be removed from the trading space.

26. The trader may fit shelving or appropriate hanging systems for their stock. Sole responsibility for any such items is with the trader and we deem it not fit for purpose, or of safe condition, it must be removed.

27. Traders are encouraged to refill their rental space(s) and change stock etc regularly. Traders should attempt to do this without causing too much disruption to the shop floor, weekdays preferably, and should ensure that any changes are complete by 4.45pm Monday to Friday and midday at weekends.

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