



205 North Main Street – St. Charles, MO 63301  
info@twochicksvintagemarketplace.com  
TwoChicksVintageMarketplace.com

## VENDOR APPLICATION & AGREEMENT

Vendor Name: \_\_\_\_\_

Vendor Company Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vendor Telephone: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Space Description: 8' x 8' with electric      Space #: \_\_\_\_\_

Vendor Base Monthly Rent Amount:      \$ 200.00 per month

Vendor Allowable Discount: \_\_\_\_\_ %      or Must Call \_\_\_\_\_

Vendor Lease Term \_\_\_\_\_

Start Date: 11-1-2018

Please provide a short (3-4 sentences) bio about your company, inventory or vendor space for our Website: TwoChicksVintageMarketplace.com. This information will be added with a photo of your space.

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## Two Chicks Vintage Marketplace Vendor Agreement

### IT IS AGREED:

1. Two Chicks Vintage Marketplace (TCVM) is the owner/operator of the store located at 205 North Main Street, St. Charles, MO 63301.
2. A Vendor is a person who leases space at a regular recurring monthly rental charge based upon size and location, plus a 10% commission on all sales on TCVM premises for unique/antique/vintage/re-purposed sales.
3. Vendor shall occupy only that space as is mutually agreed upon by the parties and will be initially assigned to Vendor in accordance with the TCVM name and numbering system as noted by the space identification information shown below.
4. Vendor shall keep their assigned space neat, clean, organized and tastefully arranged with approved unique/antique/vintage/re-purposed merchandise to maximize its visual appeal, allow for freedom of movement and perusal by invitees, and be free of danger, obstructions or clutter. Vendor shall also periodically reorganize, freshen and re-merchandise their space, and Vendor shall continuously replenish sold merchandise and introduce or rotate fresh merchandise within their space.
5. Vendor's items shall be approved by TCVM as to acceptability and quality. TCVM may, in its sole discretion, determine items of a vendor to be unfit for display and sale at TCVM premises and shall cause the items to be removed from the sales area.
6. TCVM shall provide for Vendors' reasonable heating, air conditioning, lighting, and general area cleaning, interior/exterior building maintenance, front-desk cashier services, sales accounting and monthly distribution and/or invoicing on Vendor's account.
7. Vendor shall pay TCVM the amount indicated above, per month, for base rent for the assigned space indicated above at TCVM. Vendor's base rent is due by direct payment from Vendor to TCVM at the beginning of each month. Base rents not received by the 5<sup>th</sup> day of each month are subject to a ten percent (10%) late payment charge. Rent shall be made in the form of **cash or check only**. All other charges or credits to Vendors shall be reconciled and invoiced, with payment if applicable, at the end of each monthly period and TCVM shall have the express right to deduct any monies owed to it from any monthly remittance due to Vendors from sales or other credits.
8. Vendors will agree to a 90-day length of stay commitment with a 30-day notice of intention to vacate space given on the first day of the month. Upon 30-day notice, Vendor must vacate space by the last day of the month and leave space clean with no damage. Vendor can be held responsible for all cost to repair any damage to walls, floor or TCVM assets that Vendor may have caused in their assigned space.
9. TCVM will reconcile sales activities and all other charges and credits due to Vendors on a monthly basis with payments, invoices and accounting reports to be processed and provided to Vendor as soon after the end of each month as is practicable.
10. Vendor accepts full responsibility for reporting and remitting their appropriate taxation to the State and Federal authorities, and Vendors hold TCVM harmless from

any failure of Vendor to properly remit such taxes. TCVM shall collect sales taxes on taxable sales and will submit such tax to the State of Missouri accordingly.

11. TCVM shall bear absolutely no responsibility for any risks, hazards, theft, injury/damage or other actions that harm the Vendor's merchandise while placed on TCVM premises. If Vendor wishes to protect or provide insurance or their merchandise value while it is at the TCVM premises, Vendor must obtain their own private insurance coverage for the merchandise. Vendors shall indemnify and hold TCVM harmless from any claims arising out of the presence or sale of Vendor's merchandise at the TCVM premises.

12. Vendor shall enter all merchandise in Ricochet with name of item, price and quantity. Vendors can email [info@twochicksvintagemarketplace.com](mailto:info@twochicksvintagemarketplace.com) or call store for labels to be printed. Labels are 2 ¼ x 1 1/4 and cost .01 each that will be taken out of the sales at the end of the month. Vendors can buy a label machine (Dymo Labelwriter 450) and print their own labels. Please affix the labels to a tag and not directly on the merchandise so as not to damage it. Entire barcode must be visible for scanning at the register.

13. Vendor shall pre-authorize with TCVM any permitted mass or total inventory discounting or sales of the marked price. TCVM will record sales of Vendor's items utilizing the information contained on Vendor's merchandise tag only or by stated percentage of markdown as given by Vendor. All special sales or additional discounting must be disclosed to TCVM's Manager in writing before posting in rental spaces. Total inventory sales can be no more than 30 days in length and must not be in consecutive months or back to back months.

Signatures of Understanding and Commitment by All Parties:

\_\_\_\_\_  
Print Vendor Name

\_\_\_\_\_  
Two Chicks Vintage Marketplace Manger

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Two Chicks Vintage Marketplace Signature