



5521 E Parkway Street • Groves, TX 77619
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melissaclassicfinds@gmail.com
Tuesday - Friday, 10:30am - 5:30pm
Saturday 10:30am - 4:30pm

VENDOR LEASE AGREEMENT

This agreement is made and entered into on the _____ day of _____, 20____ between Classic Finds and _____ hereinafter referred to as Vendor. Classic Finds leases to the Vendor the premises known as Booth # _____ and Showcase # _____ located at the address of 5521 East Parkway Street, Groves, TX 77619.

This lease shall begin on the _____ day of _____, 20____. Unless otherwise requested this lease will become a month-by-month lease that will automatically renew every month unless Vendor provides **written notification** to terminate this agreement at least 30 days in advance.

VENDOR RESPONSIBILITIES:

_____1. Vendor agrees to pay Classic Finds rent in advance in the amount of **\$75 (4x6 booth)** or **\$45 (2x6 booth)** on or before the seventh day of each month. Vendor agrees to pay rent in advance for a case or shelving in the amount of **\$30 (large case)** **\$25 (medium case)** **\$20 (small case)** **\$20 (shelving)**. First month's rent is due at the time of signing the contract. **A late fee of \$25 shall be added to rent not received by the 10th day of each month (NOTE: Keeping a credit card on file with CF protects you from late fees. CC# _____ Exp. _____ CRM _____).**

_____2. Vendor further agrees that Classic Finds shall receive **12% of the sale price** collected on all property sales as compensation for monthly sales reports, collection and payment of sales tax, credit card charges, and other shop duties as well as efforts spent on marketing and sales of Vendor merchandise.

_____3. Vendor agrees that Classic Finds shall have a lien on any Vendors inventory and fixtures in the Vendor space or elsewhere in Classic Finds for any unpaid rent. To satisfy said lien, after 30 days, Vendor authorizes Classic Finds to sell Vendor's merchandise at public or private sale without any further notice to the Vendor and to apply all proceeds from the sale of merchandise to the unpaid rent, late fees, and storage fees.

_____4. Vendor merchandise must all be tagged. CF will provide tags/labels upon request. Vendor tags must include the above assigned Booth #, price, and product description. Tags may also contain an inventory item number if desired. All entry information must appear on the front of the tag. When merchandise is added to the Space, a detailed list of such additions must be provided to CF for inventory and computer entry.

_____5. Vendor is responsible for cleaning and maintaining an attractive, well-organized booth. Vendor is encouraged to update and maintain their booth on a bi-weekly basis.

_____6. Vendor must keep all merchandise within their assigned space. Vendor must keep aisles clear and abide by all state and city fire codes.

_____7. Vendor spaces come equipped with electricity that will be turned off at the end of each work day.

CLASSIC FINDS RESPONSIBILITIES:

- _____ 1. Classic Finds agrees to collect and pay all applicable sales tax to the Texas Tax Commission.
- _____ 2. Classic Finds may accept consignment pieces one at a time from Vendors if there are items that are unable to fit in the assigned booth space. Permission MUST be given by Classic Finds before bringing items to be consigned. The Vendor consignment fee for these items will be 35% instead of the normal 12% commission. A special tag will be prepared for these Vendor Consigned items. Item must be removed or donated to CF after 90 days.
- _____ 3. Classic Finds shall provide a sales report of all merchandise sold along with the Vendor check by the 7th day of each month. Vendor sales shall be calculated from the first through the last day of previous month. If the Vendor has any outstanding balances due such as rent, late fees, NSF fees, etc., their check will be held until Vendor account has been paid in full. Vendors who want their check mailed to them must provide notice by the 5th of the month to CF. Classic Finds takes no responsibility if the U S Postal Service fails to deliver mail submitted to their care.
- _____ 4. Classic Finds shall not be responsible for providing a year-end statement to the Vendor and does not provide income tax records or a 1099 of Vendors product sales to the State or the IRS. It is understood and agreed that it shall be the sole responsibility of the Vendor to calculate and report income.
- _____ 5. Classic Finds does not provide insurance of any kind for the protection of Vendor products and fixtures and will not be responsible for loss of such due to theft, breakage or loss due to fire, flood, roof leaks, acts of God or damage of any kind whatsoever to Vendor products, personal property, or fixtures.
- _____ 6. Classic Finds reserves the right to remove any merchandise which may be offensive to others, a potential safety or fire hazard or which may not meet the standards of the shop.
- _____ 7. Classic Finds reserves the right to make changes to the policies without notice when necessary for the good of the Vendor and the success of the store.
- _____ 8. Classic Finds will not provide service for layaways at any time.
- _____ 9. Classic Finds will allow Vendors to showcase items in the window displays for a month at a time on a rotation basis. Larger booths will have access to the larger display, smaller booths will have access to the smaller display. The Vendor may choose up to 10 items to be put displayed along with seasonal décor. The display must be uncluttered and neat in appearance.
- _____ 10. Please like, follow, and share our Classic Finds page on Facebook and join our group, Classic Finds. This will keep you updated on all CF-related news.

Vendor Signature

Classic Finds Signature

Name _____ Booth # _____ Showcase # _____

Address _____ City/State/Zip _____

Phone # _____ Alt Phone # _____

Email Address _____