



MALL RULES AND GUIDELINES

Merchandise Guidelines

We are dedicated to providing good quality antiques and have developed these guidelines as a means of meeting our shared goal of achieving a high level of sales and customer service.

1. All merchandise in the antique mall area must be thirty years or older, unless cleared by management.
2. Items of the flea market, garage sale, or knick-knack nature that have no collector interest, have no back stamp to establish manufacturer or date of manufacture, can be currently purchased at gift shops or department stores, or are currently manufactured collectors' items are unsuitable for sale.
3. All merchandise is to be "booth/case ready." "Ready" is defined as no rough pieces that are damaged or dirty. All primitives should be clean and free of wood boring insects.
4. Any item that has a defect that would affect value must be noted on the tag description. Either a specific description of the defect should be provided or the item should be marked "as is." Mechanical or electrical items that don't work must be so noted.
5. While craft items are not permitted, certain new items used to properly display an acceptable antique are acceptable but should be properly identified as such. Examples include, but are not limited to:
 - Seasonal decorations on antiques;
 - New frame for an antique picture or sampler;
 - New print in an acceptable antique frame;
 - New shade on antique lamp; or
 - Upholstered antique stool or chair
6. Modifications or alterations to furniture or other items should be noted on the tag description. Examples include, but are not limited to:
 - Replaced or new pulls
 - Lost some height
 - Replaced table top
 - Recent repaint
 - Describe marriages of pieces of furniture

7. New items of merchandise that are compatible with antique shops such as price guides and books on antiques, hardware, lamp parts, or refinishing material are restricted to specific dealers who have prior approval by management.
8. Management reserves the right to remove any item that is deemed to be in poor taste, objectionable, or does not conform to these guidelines. Each Dealer space will be inspected weekly by management.

Booth Setup and Maintenance

Dealers are expected to keep their display areas clean, the carpet swept, and the merchandise dusted. Booths and cases should be attractively displayed and rearranged on a regular basis. A vacuum will be provided for Dealer use. Dealers should supply their own glass cleaner, dusting product, paper towels, etc. In the event Dealer fails to keep the display area clean and neatly displayed, New Paris Antique Mall will have the space cleaned and Dealer will be charged a fee of \$25 per cleaning.

Pricing

For security reasons, the following guidelines should be observed in pricing and tagging all items in each booth or case space:

1. New Paris Antique Mall price tags are available for purchase or Dealers may provide their own price tags.
2. A tag must be placed all merchandise as well as on all items that are for display only such as display fixtures, plate holders, doll stands, etc. Items not for sale should be clearly marked "NFS" or "Display Only."
3. Each tag must include the Dealer's booth number, price, and a brief description. Inventory numbers for the Dealer's own recordkeeping are optional.
4. To prevent tag altering, each price must include a dollar sign and decimal points (or two zeros over a line). Prices should be clear and legible and mistakes or price changes should not be marked over. In such cases, a new tag should be made.
5. Include an accurate description of each item on the tag (tags without descriptions can be easily switched). Give as much information as possible on descriptions including date and location item was made, if known.
6. Nonworking mechanical and electrical items should be noted as such on the tag.

If you're uncertain about pricing a particular item, we would be happy to provide input and suggestions. New Paris Antique Mall is known for having great merchandise at low cost, so pricing your antiques under market will ensure quicker sale.

Pay Periods

Dealers will be paid once a month on or by the sixth day of the month based on sales from the previous month. Sales tax is collected at the point of sale and paid to the state of Ohio by New Paris Antique Mall.

Rents and Terminations

Rents are due and payable on the first day of each month and will be deducted from the Dealer's prior month's sales. In the event the prior month's sales are insufficient to cover the next month's rent, the Dealer will be responsible to pay the difference to New Paris Antique Mall. A late charge of \$25 will be imposed on all rents not received by the tenth day of the month. New Paris Antique Mall reserves the right to deduct the late fee from Dealer's next month payout if the late charge is not paid with the late rent payment. In case of Dealer default, merchandise sales from Dealer's booth and/or case will continue to accrue and sufficient sums to cover unpaid rents shall be retained by New Paris Antique Mall. After sixty consecutive days of non-payment of rents by Dealer, New Paris Antique Mall reserves the right to pull merchandise of equal value for selling in a New Paris Antique Mall booth or case. Either party may terminate the rental agreement by providing the other with 30 days prior notice of intent to terminate.

Removal of Merchandise

For the security and protection of all Dealers, New Paris Antique Mall reserves the right to inspect the Dealer's boxes, packages, and furniture being removed from the mall.

Utilities

New Paris Antique Mall agrees to furnish heat, water and basic electricity. However, display lighting for individual booths, cases, lamps, lighted signs, etc. is not included as a part of basic electricity. Dealers utilizing electricity in their rented spaces will be billed an additional \$10 per month.

Fire Safety Precautions

To insure against fire hazards, the following precautions must be observed:

1. No lit candles will be permitted in the mall.
2. Electrical cords must not be frayed, cracked, spliced, or taped.
3. Use of extension cords and multiple outlet plugs are prohibited. Power strips with overload protection only are permitted.
4. Light bulbs may not exceed 40 watts. A maximum of 25 watts may be appropriate for smaller fixtures with shades that are in close proximity to the bulbs.
5. Other restrictions may be necessary as situations warrant.