



2019 Dealer Booth Rental Contract for  
**Simple Finds for the home**

3614 Chamblee Dunwoody Rd-Atlanta, Georgia 30341  
 1000a - 600p Seven-Days-A-Week  
 678-691-4241- info@simplefindsga.com  
 www.simplefindsga.com

Dealer Code (Booth Name): \_\_\_\_\_

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

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

City: \_\_\_\_\_ St: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Fees:**

- \$5.00 per mo/per person for GoAntiquing.net email sales notification service
- \$5.00 per mo/per person/per space for Liability Insurance for each dealer in a booth

**Commission Fee:**

- 7% of each booth sale
- 3.5% will be added when a debit or credit card are used for a purchase
- 20% showroom furniture consignment ( max of 150 days with 10% per month price reduction)

**Description of Merchandise to be displayed in booth:**

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Any change to the above described merchandise needs to be pre-approved from Simple Finds management / owners. You will be responsible for representing all merchandise appropriately and as it was intended.

Initial \_\_\_\_\_

By signing this contract you agree to hold "**Simple Finds for the home**" harmless in the event of any suit brought against Simple Finds for the home as a result of dealer negligence in selling the following types of products, stolen merchandise, new merchandise sold as "antique or vintage" any imitation "**knock-offs**" items sold as "real". (example: Luis Vitton, Coach, or any other types of knock off products that are illegal to buy and resell in large quantities)

Initial \_\_\_\_\_

**Merchandise not accepted:** Combustible Items (fuels/oils), Exercise Equipment, Power Tools, Strollers, Clothing and Shoes (should be vintage in nature- we do not provide dressing rooms), please no weapons, guns, swords and limit knives to cases. No items of a mature nature as Simple Finds reserves the right to ask dealers to remove those items which stray outside the guidelines

Initial \_\_\_\_\_

**Standards & Practices:**

**Simple Finds honors the established standards and practices within the industry:**

- 10% Discounts on merchandise that is \$50.00 or greater in value, if this will aid in closing a sale.
- Customers may purchase items above \$300.00 on Layaway w/ max of 60 days with 33% down  
Initial\_\_\_\_\_

**Construction:** All improvements, customization of dealer booth space(s) including, but not limited to, walls, drywall, casement trim, pegboard, wood surfaces, tile or laminate flooring or other attachments will be deemed the property of Simple Finds. These “permanent improvements” shall reside with Simple Finds and not be removed from the premises. Any damage to your booth or the surrounding booths while building, painting while either moving in, moving out, or reconditioning a space is the responsibility of the dealer and will be deducted from the next and/or final commission check.  
Initial\_\_\_\_\_

**Rent**

- Rent payments are due the 1<sup>st</sup> of each month with cash, check, money order or EFT
- **After the 5<sup>th</sup> a 10% late fee on the amount owed will be assessed**
- Late fees should be included to the amount of your rent check
- Deduction of any fees owed, regardless of nature, will result in the retention of commission checks until the outstanding balance is settled in-full  
Initial\_\_\_\_\_

**Nonrefundable deposit:**

Equal to, and applied toward your final month’s rent, is required at the time the lease is signed. The lease agreement is for 6 months - option for contact renewal is at Simple Finds discretion. Initial\_\_\_\_\_

**Notice to Vacate**

When vacating your space, please remember that **Simple Finds requires a 30 DAY NOTICE** (e.g.: notify January 31<sup>st</sup> or earlier for leaving on February 28<sup>th</sup>) should you tender notice early in the month your effective through date includes the following month as this allows Simple Finds to notify the next vendor on the wait-list of availability and **ensure the store stays full at all times.**

**Should the dealer fail to vacate** by the date submitted and acknowledged by Simple Finds, a \$30.00 per day penalty will be charged for storing merchandise. If Simple Finds is required to pack and remove your items whether due to your inability or abandonment, a fee of \$75.00 per hour will be charged and debited from your final commission check. Initial\_\_\_\_\_

**Right to retain deposit and terminate lease agreement if:**

- You fail to occupy your leased booth at Simple Finds or do not fulfill the obligations of the lease
- You do not provide the minimal 30 day required notice with intent to vacate
- You continually make late rent payments or continually issue returned checks (e.g. NSF, stops...)
- The quality and/or condition of your merchandise becomes unacceptable or there is a lack of inventory maintained in your booth- we ask that improvements be made within two weeks of written notification from Simple Finds  
Initial\_\_\_\_\_

**Subleasing of one’s booth space is not allowed:**

Should two or more individuals occupy a single space, one person must accept responsibility for the payment of rent. Simple Finds will **ONLY** accept a single rent payment for the full, monthly amount. Separate sales checks will be issued to all parties sharing a booth when the agreement is established and dealer codes are issued. Initial\_\_\_\_\_

**Liability insurance is required from EACH dealer, when a single booth is shared by more than one**

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**Liability Insurance:** is included as a separate line-item at the rate of \$5.00 per person. This insurance covers injury or death to any person(s), or any loss, at any time, is incurred solely as an individual and/or party, in part, or because of any negligent act or omission on the part of a dealer, its employees and/or representing agents. Liability coverage is held under the umbrella policy of Simple Finds- at no time, will the fee be waived, combined for multiple spaces or refunded. Initial\_\_\_\_\_

**Breach of Contract:** including, but not limited to late rent payments, refusal to pay fees, nonpayment of rent or any other breach of the Simple Finds Leasing Agreement, the Store has the express rights to terminate the Agreement, immediately and without prejudice, claim possession of any and all merchandise, including, but not limited to the removal of your merchandise. Simple Finds holds the right to sell off your merchandise to satisfy any unpaid rent and/or fees accrued. Simple Finds will exercise all means necessary to remedy a situation, including, but not limited to legal action in accordance with the laws of the State of Georgia filed through DEKALB County. Initial\_\_\_\_\_

**Acknowledgment:**

I, \_\_\_\_\_, have read, understand and agree to the guidelines outlined within this Lease Agreement of Simple Finds. Additionally, I have received a copy of the Policies and Procedures, and agree to follow them while acting as a dealer with Simple Finds.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dealer Code

Simple Finds shall actively market the store and location to further increase foot traffic in, but not limited to, the following ways:

- Social Media (Facebook, Twitter, and Instagram)
- Local papers and Periodicals ( Buckhead, Brookhaven, Chamblee, Dunwoody, Norcross, Doraville, etc) or pushing via Social Media purchase ads
- Store website
- Craigslist posting
- Resource Guidelines of local resources for customers and dealers alike which will include(delivery service providers, upholsterers, appraisers, etc)
- Customer Wish Book to gauge customer ‘wants’
- Special Events, including social mixers, as well as offer private events as requested
- **Storewide Sales Events and Store Coupons will never exceed 20%** and will occur no more than four (4x) times per calendar year, once per quarter, to promote the store and stimulate sales

## Simple Finds Guidelines: Policies and Procedures

The team at Simple Finds would like to welcome you to the family and thank you for making the choice to “set up shop” with us! We have outlined the basic policies and procedures which will make your merchant experience an enjoyable one.

### Booth Design, Upkeep and Housekeeping:

- Be creative when displaying your merchandise and help hold the standards high at Simple Finds for a more upscale environment.
- Paint colors and extensive build outs need to be discussed with and approved by management.
- Please stay within the boundaries laid out and agreed to at the time your lease agreement was signed, this ensures everyone limits trip hazards, keeps aisles clear and is **respectful for your fellow merchants** when you stay within the confines of your allotted space.
- Ensure all your items are ready to stock and display, at Simple Finds does not allow any “finishing” of items on the premises- such as cleaning, polishing, and touch ups- if a large touch up is required we ask that the item be removed, repaired and returned.
- **ALL INVENTORY MUST BE PRICED BEFORE SETTING IN YOUR BOOTH** otherwise Simple Finds will determine the value of an unmarked item.
- A “sale” needs 24 hours notification by email and must will include entire booth except FIRM
- To keep temperatures comfortable and remain energy conscious Simple Finds requires that NO display light bulb exceed 13 watts- this requires that you use either compact florescent or LED bulbs- we will remove the bulb(s) when an item sells and you may collect it at checkout

### General Info for Dealers:

- Dealers **must sign IN and OUT** when working your booth-validating authorized persons
- All dealers **MUST** park in the back of Simple Finds. Please leave front parking for customers.
- There will be **NO** unloading or loading of merchandise through the front doors of the store.
- No dealer is authorized to purchase merchandise within a fellow booth and immediately re-price to sell in their own booth-as well, nor are dealers allowed to sell merchandise in the parking lot.
- **Research requests must be submitted via email & require 48-72hrs for research and update**
- Payouts are every 15<sup>th</sup> and last day of the month for dealers
- 80/20 percentage consignment opportunity offered to dealers **ONLY** Initial\_\_\_\_\_

### Acknowledgement:

I/We, \_\_\_\_\_,  
have read and understand the guidelines aforementioned and agree to follow them while a representing Simple Finds Interiors & Antiques dealer maintaining a positive, profession business demeanor.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_ Dealer Code \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_ Dealer Code \_\_\_\_\_

**Dealer Financials and Profile Set Up Form**

Dealer Code (Booth Name): \_\_\_\_\_

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

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

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Booth, Case, Hallway, Wall	Booth Number	Booth Square Foot Size	Per Square Foot Rate	Base Rent Amount	Date Space Rented

\_\_\_\_\_ Base Rent: \_\_\_\_\_ SF x SF Rate  
 \_\_\_\_\_ Email Fee: \_\_\_\_\_ \$5.00/Dealer  
 \_\_\_\_\_ Liability Ins: \_\_\_\_\_ \$5.00/Dealer  
 \_\_\_\_\_ Misc. Fee: \_\_\_\_\_  
 Total Rent: \_\_\_\_\_ Monthly Amt  
 Deposit: \_\_\_\_\_ Final Month  
 Grand Total: \_\_\_\_\_ Signing Only

(6) Month Contract: \_\_\_\_\_ through \_\_\_\_\_  
Starts Ends

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Dealer Code

**Simple Finds Use Only**

Amount Received: \_\_\_\_\_ CASH CHECK \_\_\_\_\_ Processed By: \_\_\_\_\_  
Bank / Check Number

### Key Points for Business Success While a Dealer at Simple Finds for the home

1. Dealer Sales Tags must be legible and include your dealer code to ensure being paid timely.
2. Dealer Codes are letters only and cannot exceed six characters (XXXXXX / XXXXXX-C)
3. Plan ahead of Holiday Seasons or special events to be meet your customers demands - you always want to be at least 2 months prior to the event (e.g: Christmas or Hanakkah).
4. Dealers need to sign in/out when working their booths so SFIA can track trends, etc.
5. Loading/unloading of product will be conducted through the rear loading doors.
6. All inventory is to be tagged before it is placed in your booth for customer satisfaction/demands.
7. If you have multiple items of the same kind, please assign a unique inventory number if you plan to track your sales closely (eg: 4 chairs - 151a, 151b, 151c, 151d)
8. While Simple Finds is not responsible for lost, stolen or damaged merchandise, please escalate any issues via email to: [info@simplefindsga.com](mailto:info@simplefindsga.com) so we may track potential trends or issues.
9. It is recommended that you check your inventory from time-time
10. No merchandise is to be repaired, refinished, painted or otherwise in the store thus avoiding fumes, unpleasant smells, sanding or loud noises.
11. Dealers may schedule early AM drop-offs before the store opens for business please arrange with the store manager or ask a team member. You may also email a request, but please get confirmation of your request before just showing up - [info@simplefindsga.com](mailto:info@simplefindsga.com)
12. When servicing your booth on the weekend, please be sure to be completed by 1200p on both Saturdays and Sundays. These are the two business days for customer sales and the aisles need to be free of obstructions as do you booths for your customers ability to shop them.
13. Please do not block aisles when socializing with fellow dealers as customers typically shy away from those areas and may/may not come back through your booths.
14. A store break room is available if you wish to eat or drink while working you booth and there is a refrigerator to keep those items cold if needed. Please note that we empty all unclaimed items on Sunday and dispose of in the trash.
15. If you choose to paint your booth, please note that Simple Finds does NOT have a utility sink and therefore, no brushes, paint pans or rollers maybe brought into the bathrooms or breakroom! You will need to bring a disposable kit and a large trash bag and place the aforementioned items when you have completed your paint project for proper disposal - our apologies - the plumbing is old!
16. Dealer settlement checks (payouts) will be held until the following cycle if the amount is \$25.00 or less as this helps to streamline the accounting process and more effectively manage bank fees.
17. Please limit your parking out front to a minimum. We ask that you park behind the store in the the SunTrust Bank parking lot along the tree line.
18. **All dealers need to have a Facebook page and be active with their store.** If you do not, our social media specialist will be more than happy to help you set up a profile. Give the store a review and a five star rating to further strengthen our posting favorability through social media and Google.
19. Simple Finds communicates via email to ensure accuracy and tracking of requests and issues for quality control purposes and training opportunities as they might be presented.
20. Please keep your booth and store clean. We have a vacuum if you need to borrow it and rearrange your store regularly. With the high number of pickers, professional dealers, designers and the like, it keeps your space fresh and helps to turn product over more timely.
21. If you have any questions, concerns, suggestions or comments please feel free to share those with a team member or management. We are able to help but are unable to do so if we do not know or have not been engaged.

This is YOUR store and we hope you will join us in taking pride to call Simple Finds home. We have a great family of dealers and are glad to have you join us.

## Email Notification Service

### Direct Dealer Link - Goantiquing Dealer Login

This link will take you directly to the website's Dealer Login Portal for access 24 hours a day.  
<https://goantiquing.net/dealerlogin.asp?prompt=Dealer%20ID&shopname=CHOOSE%20YOUR%20SHOP>

Below is a sample Notification Email that you will receive on any one day you have had a sale. This email notice is generated at the conclusion of the business day, typically issuing around 7:00pm EST. Please note that you will NOT receive a notification email on those days that no items of yours sold.

Dealer ID#CRO  
Friday, 02/03/2017  
Gross Sales = \$11.00  
Net Sales = \$11.00  
Total Items = 3  
Simple Finds  
Want details? Goto <http://goantiquing.net/simple>

This is the Dealer Gateway Portal Login Screen:

**GoAntiquing!**

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### Internet Gateway - Login

Select your shop, then enter your assigned ID and password. Click Login to proceed.

**NOTE: If your password does not work then try leaving it blank and click Login.**

Shop Name:

Dealer ID: #  (NOTE: Enter only your actual Dealer ID, not the # sign!)

Password:

Remember my login info

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