

**CRAFTERS SHOWCASE**  
 \_\_\_\_\_ **Month**  
**Showroom Lease Agreement**

**This Lease Agreement**, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Crafters Showcase, Inc. (Landlord), whose address is 653 Clairton Blvd. (Rt.51), Pleasant Hills, PA, 15236, Phone (412) 653-4222 and \_\_\_\_\_ (Tenant).

**WITNESSETH:**

1. Terms: In consideration of the promises and covenants herein, Landlord hereby leases to Tenant the space known as \_\_\_\_\_ - \_\_\_\_\_ (Premises), for a term of \_\_\_\_\_ months, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and terminating on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
**Rent due the 1st of each month.**

In the event the Tenant decides to remain in possession of the Premises after the lease term is terminated or expires and Landlord consents to such holdover, Tenant shall have a month-to-month lease subject to termination by either party. Upon Tenants decision to vacate Premises at the end of this Lease Agreement, he/she must submit a **30 day written notice** given prior to the end of the rental month in this Lease Agreement. Tenants on a 8 or 12 month Lease Agreement will have to resign another 8 or 12 month Lease Agreement at the end of this Lease Agreement to keep their current rental rate or pay the 4 month rental rate. Tenants on a month-to-month agreement are required to give a **30 day written notice** upon decision to vacate premises.

2. Rent: Tenant agrees to pay as rent the total sum of \$\_\_\_\_\_, due and payable in advance in monthly installments of \$\_\_\_\_\_ & \$\_\_\_\_\_ (electric and/or extra vendor # fees from line 14). The first months rent payment is due upon signing of this lease agreement.

If a monthly installment of rent is not received after the **fifth day** it becomes due, Tenant shall pay a late charge of **\$10**; if the monthly installment is not received after the **tenth day** after it becomes due, Tenant shall pay a late charge of **\$25**; should the rent installment not be paid by the **fifteenth day** after it becomes due, Tenant shall pay a late charge of **\$50**; if the monthly installment is not paid **30 days** after it becomes due, the **remaining balance of this lease plus \$50 late fee shall become due** and will be turned over to a collection agency. After payment is received by collection agency, Tenants Lease Agreement shall also become null and void at the Landlord's option.

All inventory or personal property of Tenants with unpaid debts on Premises shall become the property of the Landlord. The Landlord shall have the right to hold Tenants property until unpaid debts are paid in full. Landlord shall also have the option of selling Tenants merchandise to pay any outstanding debts. No merchandise may be removed from premises by any Tenant until debts are paid in full. Tenant shall pay Landlord \$25 for all checks returned by the bank from Tenant.

3. Tenant shall pay a **one time set up fee of \$30**, which will cover administrative fees and computer setup. This fee will be payable upon signing of this Lease Agreement.

4. **Tenant shall maintain Premises in a clean, safe, orderly, and professional manner.** Tenant is responsible for cost and maintenance of any additions or changes made to their booth/wallspace (i.e. walls, carpet, tiling, etc.), which shall become the property of the Landlord upon Tenant's vacancy of Premises. Floor coverings must be secured to floor (carpet tape, etc...). Tenant may not remove floor covering upon leaving the Premises. If floor covering is removed Tenant will be charged a replacement fee. **Wall papering is not allowed, although wallpaper border is acceptable. Tenant may not build any additional shelving, framework, awnings, or structures without prior approval.**

5. **Pay schedule** is as follows: cut-off dates are the 15th and the last day of the month. All sales receipts taken during these periods will be paid to the Tenant six (6) days after these cut-off dates. Tenant will not be paid for sale of merchandise if rent or any outstanding debts are not paid in full. It is the responsibility of the Landlord to collect and pay state sales tax to the state. Tenant is responsible for picking up their checks; they will not be mailed out. If Tenant needs check mailed, he may leave #10 stamped, self addressed envelopes in his file, checks will then be mailed out on the 6th and 21st of every month.

6. **Tenant agrees to give Landlord a 10% commission on all sales.**

7. The Landlord will absorb any additional **discounts** from store sale offers. Example: 1st Friday of each month 6pm-9pm. take a 10% discount on all merchandise (excludes Special Orders & Layaways), Newspaper & Mailer Coupons, etc....

8. Tenant agrees to a **3% per transaction Bank Card fee** that will be deducted from all Bank Card purchases.

9. **Tenants renting a space must work** 4 hours per month (patrolling aisles & helping customers) January through October. November & December Tenants must work 8 hours due to busy Holiday Sales. Tenant has the option of paying an additional fee in lieu of working. The fee is \$25 in lieu of 4 hours. If this fee is paid by the 5th of the month for which work is due, a discount of \$12.50 will be applied. If paid after the fifth, the fee is \$25. Tenants that are no shows will be charged the \$25 work fee (missed shifts cannot be made up). During November & December Tenant may pay \$25 by the 5th in lieu of working 8 hours or \$12.50 in lieu of working 4 hours. Tenants (out-of-state or faraway) that ship merchandise every month the work fee is waived.

10. Landlord shall not be liable to Tenant for any damage to person or property caused by any act, omission, or neglect of Tenant, any Tenant of the building of which the Premises are a part of, or due to any other cause whatsoever, and Tenant agrees to indemnify and hold Landlord free and harmless from all claims for such damage.

11. Tenant shall not perform any act or practices which may injure the building or be a nuisance to other Tenants in the building or use the Premises for any business or purpose which is unlawful or in violation of any federal, state or local laws. A license and approval is required for the sale of any consumable products.

12. Landlord is not responsible for damaged or stolen merchandise, but will do everything possible to avoid this from occurring. The store is monitored by surveillance cameras. All Crafters are required to show belongings (boxes, bags, etc... empty or full) prior to exiting premises.

13. Tenant shall pay to Landlord all attorney fees, expenses and court costs the Landlord receives to enforce any of the obligations of the Tenant under this Lease Agreement.

14. Tenant shall not use leased Premises for no other purpose than the sale of craft themed merchandise. Tenants merchandise will be inspected on a regular basis, any merchandise that is found not acceptable will be removed. If Tenant buys wholesale from other Crafters, Gift Shows, etc... these items must be approved by Landlord first.

15. **Optional Services & Fees:** Tenants choosing to use electric agree to pay \$5 extra each month (available in select booths). Tenants sharing a booth/wallspace may have more than one vendor #. Tenant agrees to pay \$5 extra each month for each additional vendor # assigned to their booth/wallspace. Additional charges each month total \$\_\_\_\_\_ (add these charges to section 2).

16. Landlord has the option to terminate this lease at any time.

**CRAFTERS SHOWCASE Craft Mall - www.cscrafts.com & wwwShopCrafters.com**

Southland Shopping Center, 653 Clairton Blvd. (Rt.51), Pittsburgh, PA 15236 ~ Phone: 412-653-4222 ~ Fax 412-653-8555 ~ Email: info@cscrafts.com

Special Code #: \_\_\_\_\_ (if applicable)

**Management's Signature**

**Tenants Signature (Please do not print)**

\_\_\_\_\_

\_\_\_\_\_

**Tenants Address (Street, State, Zip):**

\_\_\_\_\_  
\_\_\_\_\_

**Name or Business Name checks will be made out to:**

\_\_\_\_\_

**Soc. Sec. # or Tax ID #:** \_\_\_\_\_

**Home Phone / Work Phone / Cell Phone:** \_\_\_\_\_

**Partners Name, Vendor # & Phone # (if applicable):** \_\_\_\_\_

# CRAFTERS SHOWCASE

## Showroom Rules & Guidelines—Vendor Copy

**RENT:** Due by the 1st of every month. Payable by Check or Money Orders (no cash please). Late fees are as follows: \$10 after the 5th, \$25 after the 10th and \$50 after the 15th. When paying rent please include on your check your vendor # and what you are paying for (ie. rent, work, late fee, etc..).

**MERCHANDISE:** Any new merchandise different than what you came in with must be approved by us first (limit duplication). If you are buying wholesale at gift shows, retails companies, or from other crafters, etc... we have very strict guidelines so check with us first before buying and bringing these items in the store ~ you will need to talk to us first. Keep your area stocked with merchandise for the upcoming seasons & holidays.

**RESTOCKING:** When finished restocking you must stop at front desk and show us your boxes, bags, etc... empty or full. Any merchandise you are removing from store must be inspected by us. Also, when restocking or rearranging your area, please vacuum carpet around & in your area if you dirty it.

**MAILING CHECKS:** If you are a long distance Crafter and want your sales checks mailed to you, you must provide us with **self addressed #10 envelopes** (business size-please no little envelopes). Also, please list your vendor # in the bottom left had corner of your envelopes.

**PRICE TAGS:** Make sure you mark your tags correctly & print clearly. The first line should list your vendor & booth #, the second line should be a brief description of your item and the item # (4 digits or less, **no letters please**), and the third line should be your price. Please put either a dollar sign (\$) or a cents sign, which ever applies to your price. All this information should be on one side of your tag, large enough to read, legible and in the correct order. We are not responsible for errors due to incorrect or unreadable tags. Make sure all items are priced and attached securely to your items. **Sample of a Correct Tag** (must be in this order):

<p>9299 - H1 Lrg. Mauve Wreath # 001 \$ 24.95</p>
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**FLOOR TIME:** Fee is \$25 for not working 4 hours. A \$12.50 discount is taken if fee is paid by the 5th of the month for which work is due. Checks will not be given out unless you have worked your hours or paid for not working.

1. Sign up early to reserve your shifts. Only one person per available shift. If signing up for 2 back to back shifts make sure they do not over lap. (ie. you cannot sign up for the 1pm.-3pm. shift and the 2pm.- 4pm.)
2. **BE ON TIME FOR YOUR SHIFT!**
3. When you arrive make sure you sign in at the front desk. Check with front desk as to what aisles you are to patrol.
4. Conduct yourself in a businesslike manner. Walk around and allow customers to notice you. You are there to help them. Tell customers if they need anything just let you know. If you're near the front of the store and a customer is leaving say goodbye and tell them to come back soon or have a good evening. If a customer comes in with a package let them know it must be checked at the front desk.
5. If you see a customer carrying a couple items take them a shopping basket or offer to take the items to the front desk for them.
6. Tidy up as you work - dust, vacuum, straighten booths (move items around to fill in any empty spaces), return any misplaced items to their proper area, and so on.
7. **If you need to work on your area please do it prior to your shift or after your shift, not during your shift.**
8. Do not sit or congregate with other working vendors while working. We don't mind if you take a short break or talk briefly to other vendors when it's slow, but when customers are in the store we need you to patrol the aisles.

**ON-LINE CRAFT MALL SPECIAL OFFERS:** Vendors can offer our Internet customers a discount/special offer on an item or items in the showroom on their item/items. Coupons on web site will list offer & include an expiration date. We create coupon to your specifications. Customers will have to redeem coupon at showroom. \* Discounts will come off vendors price, store does not absorb these special discounts or offers that you the crafter offer.

**VENDOR DEMONSTRATIONS:** This is a great way to increase your sales, especially if your offer personalized items. As long as space permits, crafters are welcome to set up and do craft demonstration at the showroom anytime.

**ACCEPTING CREDIT CARDS AT SHOWS:** Vendors in our showroom are welcome to use our credit card account to accept MasterCard and Visa sales at shows. 3% Charge fee will apply. For more information on this service inquire for details. You will be assigned a special vendor # for these sales.

**SPECIAL ORDERS:** Merchandise must be tagged the same as regular store merchandise and include customers name, phone # and amount due. Ask for special order forms at front desk. Make sure you sign your order in at front desk and then place it in the back room (get key). Please do not call customer to let them know item is at store until you actually have it at the store. If for some reason you can't have the item at the store by the promised date, make sure you call the customer and inform them.

**LAYAWAYS:** Our layaway program is 60 days. An item will show up on your sales report as LayS (layaway sale) when it is first put on layaway and the following two payments will show up as LayP (layaway payment). Any items past 60 days and not paid in full, we will contact customer and if they do not come in and pay remaining balance within a week, we will return the item to your area. The customer is not refunded any previous amounts they have paid on a layaway.

**WINDOW DISPLAY:** We have two window displays which are changed twice a month. Items are selected randomly from throughout the store to decorate our displays. If you'd rather not have items in the display windows, please let us know.

**SELLING FOOD:** No type of food home made or pre-packaged can be sold in the store without meeting the Allegheny Health Department guidelines. Permits are usually required. For information or questions please call William Hamilton - Department of Health at 412-578-8044.

**STUFFED TOY ACT NO. 372:** Intended to protect the health and promote the general welfare of children of Pennsylvania, the cooperation of all persons will be immeasurable. Any stuffed article, plaything, that is attractive to children, likely to be bought as or played with shall be considered a stuffed toy. Any crafter selling an item that fits this description must tag these items with a tag stating the following: "**This article is not intended to be used a toy. It may be hazardous to infants and children**". We have these tags at front desk, please ask for some or include the statement on all your price tags to be safe. If you use pre-made stuffed animals or dolls, please leave the existing registration tags on the items.

**MISSING ITEMS:** If you have an item missing please check throughout the store, window displays, on your past vendor reports and in the backroom in the untagged & broken item box before you have us look for it. If after that you still can't locate it, let us know and we will run a computer search and look for it, 9 times out of 10 it has been placed in another booth.

**MAINTAINING YOUR AREA:** You are required to keep your rental area clean at all times. It benefits us all to keep the store looking great at all times. Please do not remove all your items from store to do a craft show, make sure you have enough stock to do shows and stock your area. A word to the wise, the well stocked areas have proven time and time again to have higher sales. Rearranging your merchandise at least once, twice or more a month helps promote good sales.

**RESTROOM:** The bathroom is only open to employees and our crafters. We do not let customers use it anymore (we were calling the plumber once a month). If you need to use it please ask for the orange key at the front desk, not the bathroom key. Please keep our bathroom clean ~ if we need toilet paper, paper towels, etc... let us know.

**LEAVING:** All vendors must give a 30 day written notice prior to the end of the rental month that they are leaving. No merchandise may be removed from the store unless all debts are paid in full.