

ANTIQUe MALL CORPORATION REQUEST FOR BOOTH

DATE _____

FULL NAME _____

COMPLETE ADDRESS _____

HOME TELEPHONE NUMBER _____ CELL # _____

EMAIL ADDRESS _____

DO YOU CURRENTLY HAVE A SHOP OR BOOTH? _____
IF SO, WHERE? _____

HOW LONG HAVE YOU BEEN IN BUSINESS? _____

TYPE OF ITEMS YOU SELL? _____

DO YOU KNOW ANY OF OUR CURRENT DEALERS? _____
IF SO, WHO? _____

DO YOU AGREE TO MARK REPAIRED ITEMS AS REPAIRED? _____

DO YOU AGREE TO MARK REPRODUCTIONS AS SUCH? _____

I UNDERSTAND MODERN CLOTHING, SHOES, TOOLS AND APPLIANCES
ARE NOT TO BE SOLD AT EMMITSBURG ANTIQUE MALL. _____

THE ANTIQUE MALL CORPORATION RESERVES THE RIGHT TO HAVE FINAL
APPROVAL ON ALL ITEMS SOLD IN THE EMMITSBURG ANTIQUE MALL. ANY
ITEMS NOT APPROVED BY THE MANAGEMENT WILL BE REMOVED. I UNDERSTAND
AND AGREE TO THIS CONDITION.

I HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS SPECIFIED IN THE
ENCLOSED PACKET AND THIS REQUEST FOR BOOTH FORM

YOUR SIGNATURE _____

TERMS AND CONDITIONS MAY BE MODIFIED WITH APPROPRIATE
NOTIFICATION OR CHANGES. THE MALL CORPORATION HAS THE RIGHT TO
EVICT ANY DEALER THAT DOES NOT COMPLY WITH THE ABOVE TERMS AND
CONDITIONS.

EMMITSBURG ANTIQUE MALL DEALER INFORMATION

1. Booth rentals are currently \$210.00 or \$1.46 per square foot for 12x12 foot and other size booths. Wall spaces prices are already pre-set depending on location.
2. There is a lease agreement and tenancy is month to month. Rent is due on the first (1st) day of each month. Checks are to be made payable to the Antique Mall Corporation. When mailing rent checks to the antique mall, please mail them to – Antique Mall Corporation, PO Box 294, Emmitsburg, MD 21727. Rent must be received by the tenth of each month. The Antique Mall Corporation reserves the right to deduct the late rent fee from dealer sales checks.
3. Multiple booths are rented at a 10% discount for each additional booth. One booth number is assigned to each dealer, no matter how many booths are rented.
4. The mall is open daily from 10am-5pm, 7 days a week, except on holidays or in cases of inclement weather. The mall is closed New Year's Day, Easter, and July 4th, Thanksgiving, Christmas Eve and Christmas Day.
5. Dealers are not required to be at the mall. The staff will handle all sales and business with customers. In the event an item is sold directly to a customer from the dealer while in the mall, we ask that the dealer record the sale at the front desk to avoid compromising our security system.
6. Dealers are requested to visit their booths as much as possible to clean, restock, or change inventory. A vacuum is available at front desk for dealer use.
7. In order to minimize mistakes, each price tag must be marked with the booth number in the upper left-hand corner, inventory number (if used) in the upper right-hand corner and a full description in the center of the tag. Please use full descriptions, not plate, or bowl. Say Blue Willow bowl or Blue Willow plate as examples. The price of the item should be in the lower right-hand corner.
8. If a dealer wants to run a sale in their booth, the sale must include all the items in the booth(s). When having a booth sale, dealers must agree to accept cash, check, debit or credit cards as payment. Sales on selected merchandise are not permitted. Sale signs cannot say – 20% all furniture, glassware not included. Signs must include all items in booth. A dealer may add sale tags to individual items they want to move. Please notify the mall staff when a sale is being held and the date the sale will expire.

9. All boxes and bags are to be checked by the mall staff when a dealer leaves the mall. Please take your packing material home or discard it in one of our trash cans or dumpster in the mall parking lot.
10. Each dealer is assigned a mailbox behind the front counter. Please ask a mall employee if you have any mail when you visit the mall. Dealer paychecks are also placed in the mailboxes on check day.
11. If you plan on having showcases in your booth and have more than two (2) keys, please color code your keys with fingernail polish, etc., so it is easier for the staff to assist customers who want to see an item in the show case. We do have nail polish at the front desk for dealer use.
12. Printouts of all dealer sales will be printed and attached to all dealer checks so you can see what you have sold. Dealers are paid twice a month on 4th of the month and the 19th of the month. Please do not ask for your check before these dates.
13. The primary purpose of this antique mall is to sell Quality Antiques and Collectibles. The management tries to be selective when renting booths. We do not want modern clothing, shoes, tools, appliances, toys, books, etc. We do not allow booths selling only craft items or brand new merchandise. Please try to keep your merchandise Pre-1970. The management reserves the right to remove any merchandise we do not feel is acceptable for our mall. Reproductions or Repaired items should be marked as such. Please list any flaws or damage to items you are trying to sell.
14. At a customer's request, the mall staff will call dealers if an item is priced above \$100 for a better price. A lot of dealers will tell the mall staff what their best price or discount policy is and we notate that on a rolodex file we keep for all dealers. This saves time and from experience we have learned, the time to negotiate is when the customer is here, wanting to buy, not later or the next day.
15. The mall is monitored 24 hours a day by a state of the art security system. Mall staff is able to monitor the mall during business hours via the security system and we also have capability to go back and check events several weeks prior. If you are missing an item, report it to the mall staff immediately and also tell them the last time you saw the item. It is the responsibility of the dealer to check the mall for the missing item. Most of the time, missing items do show up in another booth. The mall does NOT compensate dealers for theft or damage.
16. All dealers are required to obtain a Frederick County Traders License from the Clerk of the Circuit Court, located at 100 West Patrick Street, Frederick, MD. Phone number is (301) 694-1976. Please give a copy of your Trader's License to the antique mall.
17. Game trophies (taxidermy animals or animal parts); firearms that ammo can still be purchased for, dangerous and hazardous materials are not allowed by Maryland Law to be sold in the antique mall. Please leave these items at home.
18. The mall does not sell untagged items. Untagged items do appear at the mall desk from time to time and will be kept for 30 days. After that time, the lost items are given to a local charity.
19. The mall requires all dealers to use timers on showcases, lamps, string lights, etc.