

HOUSE POLICY

VIGNETTE RULES AND REGULATIONS

1. Lessor will maintain order of all common areas, including lighting and replacement of bulbs in attached store fixtures. Lessee is responsible for additional approved light bulbs, order, cleanliness, and overall appearance of their own space. Reasonable upkeep of the merchandise and floors will be provided by Lessor.
2. Displays shall not exceed height or width of installed trim or moldings without permission from Lessor. Lessee will not paint any walls or use any floor coverings without the consent of the Lessor.
3. End-cap displays shall not exceed 6 inches wide and no floor displays (due to Town of Boone codes). Lessee receives one end-cap where applicable.
4. All displays, fixtures, shelves, stands, furnishings, etc. must be approved by Lessor. Please avoid the use of plastic shelving and fixtures, as well as worn out or unsightly fixtures. Similarly, displays, wall hangings, shelving and product displays must be sturdy and safe for public traffic and handling.
5. Placement of items in or attached to windows, sills, or stoops will be regulated by Lessor in an effort to not block views in or out of windows or glass doors. No items may be placed or hung in windows without consent of Lessor.
6. Vendors should avoid displaying items on the floor that do not belong on the floor. Small items and displays on the floor make booths dangerous and difficult to shop for customers.
7. When re-stocking or maintaining your space, you must make every effort to keep your product and fixtures contained in your space as to not impede traffic in common areas or prevent shopping in another vendor's space.

DISPOSAL OF TRASH

1. A cardboard dumpster located in the parking lot is available for vendors. Since we only have a small trash bin, large amounts of trash or big pieces such as Styrofoam will need to be carried from the premises by the vendor. You must not fill our bin with large amounts of refuse, large pieces of trash, or cardboard.
2. Vendor may use freight elevator for transporting trash, cardboard, etc. to lower level for loading.
3. Lessee is responsible for disposing of any trash he/she creates in common areas and throughout the store (Styrofoam bits, packing in the stock room). A vacuum is available for use at all times.

PARKING AND LOADING/UNLOADING

1. The Depot Street loading zone (Benchmark Entrance) is available for loading and unloading using the freight elevator. Loading zone use is limited to 15 minutes or less, in accordance with Town of Boone parking regulations.
2. Due to ongoing lack of parking downtown, it is understood that any Lessee using customer parking lot is in the store maintaining their space. No personal use of parking lot will be tolerated. Repeat offenders may be towed. Lessor is not responsible for any tickets associated with parking infractions in loading zone or other public spaces and Lessor will not be responsible for any tickets received by Lessee.
3. No part of management, including wait staff, is in any way required to or responsible for loading or unloading of any of Lessee's goods, displays, fixtures, etc.
4. After receiving instruction on safe operation, the freight elevator is accessible from any floor and is available for Lessees to use. Since it is shared by multiple businesses, the freight elevator cannot be used as storage, or to work out of while stocking your space. Once your goods are unloaded, you must promptly & properly close the elevator so that it can be used by others.

OTHER INFORMATION

1. Lessor can terminate Lease at any time in the event of default (see Additional Terms and Conditions on Lease).
3. A reasonable security system will be in place. Lessor is not responsible for damaged or stolen items under any circumstance.
4. Any vendor complaints/suggestions will be directed to Lessors / Management, and not to wait staff. Discussions will take place person-to-person, or by telephone or email in a professional manner that is conducive to that of a business and shall not take place on any part of sales floor.
5. House Policy can be changed as deemed necessary by Lessor and/or Management.

