

Out of the Attic Antiques & Collectibles  
4054B Fox Valley Center Drive  
Aurora, IL 60504  
630-898-0557

Store Hours: Sun 11-5  
Mon-Sat: 10-6  
[www.outoftheatticantiques.info](http://www.outoftheatticantiques.info)  
email: [outoftheattic@att.net](mailto:outoftheattic@att.net)

## Dealer Lease (Revised March 2025)

Rental agreement between \_\_\_\_\_ herein referred to as the dealer, and Out of the Attic Antiques, herein referred to as the store.

1. Rental fee for booth/showcase/shelf space shall be \$\_\_\_\_\_per month. This contract is for 6 months, and the term shall run from \_\_\_\_\_ to \_\_\_\_\_. A security deposit of \$50 will be due upon the signing of this lease. If you want to move in before or after the first of the month, your rent for that first month will be pro-rated. This agreement will automatically renew for another 6 months unless we receive written notice of your intent to vacate at least 30 days prior to the end of the lease. Failure to submit a written notice will result in the loss of your security deposit.

Security Deposit paid \$\_\_\_\_\_, date \_\_\_\_\_, payment method \_\_\_\_\_.

2. Rent is due on the 3rd day of the month, but no later than the 10<sup>th</sup> of the month, payable by cash or check only. A \$20 late fee will be charged if rent is received after the 10<sup>th</sup> of the month. If some sort of financial hardship arises, please let us know as we are willing to work out a temporary arrangement. However, failure to pay rent two months in a row will result in forfeiture of your merchandise and any sales checks not yet picked up.
3. A 3% fee will be charged to the dealer on all items sold via credit/debit card.
4. The store's commission on all sales is 15%. Dealers who are interested in working in the store can reduce this commission by 5% for each day worked, up to 3 days per month.
5. Working dealers: If at all possible, please sign up for a weekday as many of our dealers have full time jobs and can only work the weekend. Generally, we need one dealer to work with a manager during the week but can always use two dealers plus a manager on Saturday and Sunday. Sign up is not permitted until the 23<sup>rd</sup> of the previous month
6. Dealer sales checks will be available for pick up on the 3rd of every month. The store will keep a daily accounting of all sales and collect/pay all sales tax. (Sorry, we do not deduct rent from your sales.)
7. An accounting of dealer sales will be posted every Monday for month-to-date sales ending on the previous Sunday. If you provide your email address, the weekly sales update will be emailed to you by the end of business on Monday.
8. All merchandise must be clearly labeled with the dealer's number (in the upper left-hand corner) and the price of the item. A brief description, though not mandatory, is recommended. Inventory numbers are optional, but if you use them, they will be included on the sales receipt. Be sure to remove any tags that indicate where the item was purchased, for example, Goodwill.
9. All merchandise should be in keeping with our goal of selling quality antiques and collectibles. Market goods will be frowned on. If you are selling reproductions, they should be marked as such on your tag.

10. This lease gives the store permission to give a 10% discount if needed to close the sale. Generally, we authorize a discount only when a customer asks if “we can do better” or if a customer is buying multiple items from the same dealer. Unless it is a case of “multiple items” the 10% will be given only on items priced at \$20 or more. If you have an item with a set price, please mark the label “firm”.
11. Each dealer is responsible for the upkeep of their space: including pricing, display, merchandise maintenance and housekeeping. Cleaning supplies are available behind the checkout counter. Dealers must keep all merchandise confined to their assigned spaces. Nothing in the aisles or spilling onto the floor. Not only does this prevent shoppers from reaching items they want to see without creating an avalanche, but it can cause an accident as well. Excess inventory will be removed from your space and put into our storage area.

Our most successful dealers are those who keep a clean, organized booth, taking the time to bring in new inventory, rearranging what they have, and reducing the price of or removing slow selling items, giving their space a fresh look. You might want to consider scheduling time at least once a month to do this.
12. Dealers who would like to rent additional space or showcases can do so at a discounted rate. Let us know what you need and we will be happy to work with you. Showcases and small displayers are also available to rent. Note: changes in rental space will result in a re-set of your lease dates.
13. If you have a display piece that you would like to put in your booth, please let us know ahead of time to ensure the unit is in keeping with handicap accommodation laws. Built-in displays will become the property of the store unless an agreement is made for the dealer to remove it should he or she vacate.
14. While we do our best to prevent loss, the store is not responsible for damage, theft or accidents. Retail is retail and unfortunately theft is common. If you rent an open space but have an expensive item or two talk to Glenn about displaying it in one of his secure cases. Insurance: The store is insured only for the fixtures, equipment and merchandise that is owned by the store. If you are a business and not just a hobbyist, you might check with your insurance carrier for options.
15. Broken items: If a customer admits to breakage, we ask them to pay at least 50% of the item.
16. We have a dealer “Lost and Found” bookcase behind the front counter. Items often wander as customers change their minds giving them a new home. Please return items that are not yours. Items that have lost their identifying tags can also be found here. Make it a habit to check here. Merchandise on this shelf will be purged every two months. Claim it or lose it.
17. Checkout Counter Showcase: Every 4 weeks or so we come up with a theme and feature one item from every dealer to display in this case. This way, every dealer gets front-of -store exposure. We sell quite a few pieces this way as customers find stuff while waiting to check out!
18. Special Events – On average the store will run two major sales, 10% off the entire store (10% off is mandatory), one in the spring and again in the fall and periodically a 3-day weekend sale. Specifics of these sales will be announced in the monthly newsletter that will be emailed during the first week of the month. You may also run a “% off” sale in your booth at any time – just let us know so we can apply the proper discount at the register.
19. Wish Book: We provide a book opposite the front counter where customers can jot down specific items they are looking for. A recap of each month’s entries will be emailed to you. It is also available on our website. If you prefer a printed copy, extras are tucked into the front of the Wish Book binder. If you bring in an item, there is a Wish Book call form for you to use when you contact the customer.

- 20. Kitchen/Supply room: Located in the left, back side of the store, there are supplies you can use/borrow such as display pieces, vacuum cleaners, assorted tools, dollies, carts, empty boxes for customer purchases and miscellaneous fixtures. There is also a microwave, refrigerator, sink and coffee pot for all to use. Please keep this area as clean as possible.
- 21. As a rule, all sales are final. However, in rare instances a refund might be warranted (i.e., item said to be in working condition, but in fact, does not work). Often the best way to satisfy an otherwise unhappy customer is to issue a refund. If we do, the sale will be deducted from your monthly total and the item returned to you. In the event a customer wants to exchange something, they must exchange it for something from the same dealer.
- 22. The store does provide a 30-day layaway program with 50% down and the balance due 30 days later. Dealers will be paid the full amount of the sale once the layaway is paid in full. If a customer abandons the layaway, the item will be returned to you.
- 23. The store and its staff will do everything possible to ensure that all dealers and customers are treated honestly and fairly. If you have any concerns in this area, please do not hesitate to let us know. In the unfortunate event a dealer acts in any way that is detrimental to the well being of another dealer, customer or staff member, they will be held in violation of this lease, forfeiting current rent as well as their security deposit and will be asked to permanently leave the store. A specific date will be set for them to remove their inventory.
- 24. New dealer referrals. Any referral resulting in a signed lease earns you a \$40 finder's fee!

Despite all the rules and regulations listed above, we all have the same goals in mind –to have fun, make a few bucks and make new friends. Welcome to Out of the Attic Antiques! Please do not hesitate to speak up if you have any questions or suggestions. It is our goal to work together with everyone to make our store a successful and fun place to be!

\_\_\_\_\_  
 Staff (signature)                      Date                      Dealer Signature                      Date

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (c) \_\_\_\_\_ (w) \_\_\_\_\_ (h) \_\_\_\_\_

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

Month-to-date sales will be emailed on Mondays (usually) and will come from Julie's email address:  
 Bookmark6727@gmail.com