

# Le Boulevard

ANTIQUES ♦ ART ♦ INTERIORS

3815 Veterans Memorial Boulevard Suite B ▪ Metairie, Louisiana 70002 ▪ Phone: (504) 455-4515  
LeBoulevardMarketplace.com ▪ Info@LeBoulevardMarketplace.com

## Policy Information

### Le Boulevard Provides:

- A complete retail space for less
- Excellent location in the retail district of Metairie, Louisiana
- Easy access to I-10
- 8,000 sq. ft. of rental space
- Open 7 days a week with extended hours over holidays
- E-commerce website
- Experienced sales team to handle all your sales
- Professional accounting team
- Large illuminated parking lot
- Security and surveillance system
- Extensive advertising (Radio, TV, Facebook, Instagram, Twitter, Constant Contact)
- All major credit cards accepted
- Sales tax collection and payment to the city and state
- Gift wrap (for a nominal fee)
- Various booth sizes
- Receiving area for vendors (no personal deliveries)
- Shipping available (at customer's expense)

### Accounting and Front Desk:

- There is a three-month lease and month to month thereafter.
- Le Boulevard commission on all sales is 15%.
- Vendors will absorb credit card fees of 3.5%.
- A deposit in the amount of one month's rent is required to secure your space.
- Booth rental fees must be paid on the 1<sup>st</sup> of every month and will be considered late after the 5<sup>th</sup> of the month. There is a late fee of \$30.00.
- We accept credit and debit cards for rent payments including a 3.5% credit card fee.
- Vendors must fill out a W-9 form provided by our Le Boulevard CPA.
- Commission checks and a detailed record of sales are provided on the 15<sup>th</sup> of each month for the prior month's sales.
- Le Boulevard will provide a 1099 to each vendor by January of the following year.
- All purchases made vendor to vendor on Le Boulevard property, which includes the parking lot, need to go through Le Boulevard sales.
- Cancellation requires a 30-day written notice.

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- Upon moving out, return booth space back to original state: return walls to original color (Benjamin Moore – Linen White); remove shelves; patch holes; and clean the floor. If desired, Le Boulevard provides this service and will deduct the following cost from the deposit: 4x8 walls for \$20, 5x5 booths for \$40, 5x10 and 10x10 booths for \$60. The remaining deposit will be returned to the vendor when the space has been vacated.
- Any carpeted booths must be painted by Le Boulevard staff

## Vendor Responsibilities

### Inventory:

- You may keep an updated inventory list with pricing in your binder. It is helpful when a price tag is misplaced.
- Replace items in your booth in a timely manner when notified inventory is low.
- Le Boulevard reserves the right to refuse any merchandise that does not comply with our management guidelines.
- Selling of any weapons, fireworks or pornography is prohibited.
- We only accept items in good condition.
- If a vendor is looking to market different items, it must be brought to the attention of Le Boulevard's management for approval.
- Le Boulevard is not responsible for lost, stolen, or broken items.

### Tagging:

- Vendors are responsible for providing their own price tags and must have the following information clearly marked on each tag:
  - Booth number
  - SKU of item (optional)
  - Description of item
  - Price of item (Write FIRM on tag if item price is not negotiable)
- When a customer asks, we will call you to negotiate any items over \$100.
- Please purchase price stickers that are easy to remove from items.
- All artists must have a brief description and price attached to each piece.
- Reproductions must be marked as such on the sales tag.
- Damaged items must be marked "As Is" on the sales tag.
- Write "For Display Only" on all items not for sale in your booth.
- Merchandise may be marked down at any time. Le Boulevard can provide a sale sign for you.
- Le Boulevard will promote storewide sales in which vendors may choose to participate.
- If, by chance, there is a duplication of merchandise in different booths, the items must be marked the same price.

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## Booth Upkeep:

- Paint colors, textures and wall fabrics must be discussed with management.
- Bring your own tools, which includes cleaning and office supplies, when working in your space. Le Boulevard will provide ladders.
- Use screws, not nails, on walls.
- Vendors' display pieces must be sturdy and attractive.
- Vendors must display within their booth boundaries.
- Display cases used in a booth must remain unlocked. The only cases that are locked will be the large display cases located at the front of the store.
- Company or artist signage is allowed in your booth. **Le Boulevard does not allow direct phone, e-commerce website, or e-mail listings in your booth.**
- Le Boulevard will generate all custom work for each vendor at the front desk. All transactions must go through Le Boulevard for custom work.
- Le Boulevard does not allow handing out of vendors' personal cards while on the premises.
- Keep your booth clean and dusted. **Polish silver jewelry regularly.**
- If vendors take an item off the floor it should be marked off their inventory list in their binder.
- All shipping materials, i.e. boxes and pallets, must be broken down and moved to the dumpster. Le Boulevard's dumpster is the red dumpster on the left in the back parking lot.
- Vendors are able to work during the operating hours of Le Boulevard only.