



**Art, Antiques, Interiors and Fine Consignment**  
**3815 Veterans Blvd. Suite B Metairie, LA 70002**  
**(504) 455-4515**  
**info@leboulevardmarketplace.com**  
**-Renting a complete retail space for less-**

**Benefits and responsibilities**  
**LeBoulevard Marketplace Provides:**

- Excellent location in the heart of Metairie, Louisiana
- Easy access to major highways. Located just off of I-10 and I-610 Exits
- 15,000 sq ft. of rental space
- Non-smoking facility
- All utility fees paid
- Open 7 days a week with extended hours over holidays
- Large and illuminated parking lot
- Security and surveillance system
- Extensive advertising budget
- Various size booths
- Choice of 3, 6, or 12 month lease
- Experienced sales force to handle all your sales
- Professional accounting team
- Commission check provided on or before the 15th of each month.
- Detailed records of sales monthly with your commission check.
- Will provide a 1099 form to each dealer at the end of the year
- Maintenance of booths to keep them clean, attractive and safe
- Shipping department (at customer's expense)
- Receiving department for dealers
- Designer available to set up booths for an additional fee
- We except personal checks and all major credit cards
- Wide carpeted aisles
- Dealers will be notified immediately when their merchandise is low
- Price tags for all merchandise (to be completed by dealer)
- Will accept commissions for artists with a 100% non-refundable deposit
- Will provide all bags, tissue and bubble wrap for checkout of items
- Designer discounts of 10% with credentials
- Dealer to dealer discount of 10% over \$100.00 with cash or check only.
- LeBoulevard marketplace will provide space for approved workshops and seminars held by our dealers
- Organized dealer meetings quarterly.
- Unique events planned for the community.

## **Responsibilities of Dealers to LeBoulevard Marketplace:**

- Updated Inventory list with pricing (all approved by LeBoulevard marketplace)
- Booth set-up by dealers with easels and display cases (all approved by LeBoulevard marketplace)
- Mark all items clearly with a good description (to prevent “tag-switching”) with price tags provided only by LeBoulevard marketplace. Note example provided in folder
- All artists must also write brief description and price of each painting on the back of each piece in pen.
- Dealers will absorb all credit card fees
- Replace items in a timely manner when notified inventory is low
- Designers will receive a discount of 10%. Make sure this is in your product price.
- For dealers that sell online – if the product is in the store and sold online it will be subject to a 15 % commission to LeBoulevard marketplace
- Booth rental fees are due on the 1st of every month and will be considered late after the 5th of the month. A late fee of \$30.00 will be charged. This may be made payable by cash, check or automatic electronic debit.
- A 1 month’s deposit is due to hold booth space and can not be used to pay first or final months rent. Deposit will be returned after lease has expired and dealer has moved out.
- Dealers must return booth space back to original state (Backdrop painted to original color: Benjamin Moore – Linen White. All shelves removed and floor cleaned) LeBoulevard marketplace will provide this service and will deduct the cost from the deposit.
- Sales tax is collected and paid to the city and state. Dealers are still required to report sales information on their business tax forms.
- If display cases are located in a booth they must remain unlocked. The only cases that are locked will be the large display cases located at the front of the store.
- Dealers must display within their booth boundaries.
- Dealers are responsible for all shipping trash. All shipping boxes must be broken down flat and disposed of in dumpster. Container protection materials (popcorn, newspaper and bubble wrap) must be placed in garbage bags and disposed of in dumpster.
- Shipping pallets must be removed off of LeBoulevard marketplace premises.

## LeBoulevard Guidelines:

- LeBoulevard marketplace commission on all sales will be 15%.
- LeBoulevard marketplace reserves the right to refuse any merchandise that does not comply with our management guidelines.
- Reproductions must be marked as such on the sales tag.
- Repaired items must be marked "As Is" on the sales tag.
- Company or artist signage is allowed in your booth. LeBoulevard marketplace does not allow direct phone or e-mail listings to your company in your booth. LeBoulevard marketplace will generate all custom work for each vender at the front desk.
- LeBoulevard marketplace does not allow handing out of dealers' cards while on the premises.
- Booths set-up like flea markets and garage sales are not acceptable.
- Merchandise may be marked down at anytime. Handwritten sale signs are not accepted. LeBoulevard marketplace will provide a professional sign for you.
- LeBoulevard marketplace will promote storewide sales which dealers may choose to participate in.
- If dealers take an item off the floor it must be marked off inventory list. All inventory lists are located at the front desk in the Dealer's Binder.
- No damaged or dirty items allowed.
- Selling of any weapons, fireworks or pornography is prohibited
- Items sold on the floor at LeBoulevard marketplace are not to be sold by the dealer within a 3 mile radius.
- Termination requires a 30 day written notice after you have rented a total of 3 months.
- We will have an "unidentified merchandise shelf" for items that have lost tags. Please check this table to claim items that might be yours. All items left on this table past 30 days will be claimed and sold by LeBoulevard marketplace.
- LeBoulevard marketplace is not responsible for lost or missing items. Please check your sold inventory list, other booths and the "unidentified merchandise shelf" before you go to LeBoulevard Marketplace management.