

POLKS DRUGS #5 VENDOR APPLICATION

Polks Drugs #5 is taking vendor applications for spaces inside our store front in Richland, MS. We are not taking any vendors that have used items, we only take new items as we are an upscale vendor market. All items must be tagged with prices and vendor number. Polks Drugs #5 reserves the right to decline applications if they do not meet our expectations or guidelines. You will have to provide all shelving, racks, or whatever you may use. Signs must be displayed with your business name (no exceptions) if you are in a middle aisle, it must be somewhere in your booth. We will also require everyone to outline their booth, so everything looks organized and professional, this also helps to keep things in your booth space. Polks Drugs #5 does collect 10% of every sale in addition to your booth rent. The 10% charge covers the 3.5% credit card processing fee and 6.5% supplies and labor fee. 7% Sales tax that the customer pays will be collected by Polks Drugs 5 and paid by the store. We require you to come in regularly to organize and rotate items as we have repeat customers daily. We have limited spaces; you may be placed on a waiting list in case someone backs out or the contract term is up. Rent is due on the first (1st) of every month; checks are issued on the 15th of every month. Checks will be issued for all sales minus the 10% service charge. Vendor Tax-id and Owner SSN is required when signing a lease.

Polks Drugs #5 require each vendor to produce their own return policy. Recommended to display this policy in your booth space. Polks Drugs #5 does not require the vendor to accept returns/exchanges but should post no return/exchanges in the booth if doing so. Should the vendor allow for return, Polks Drugs #5 does not refund to the vendor the 3.5% credit card fee and the 6.5% supplies and labor fee.

Polks Drugs #5 does not price items for the vendor. It is up to the vendor to determine the pricing of any/all good or items sold.

Polks Drugs #5 does not allow for the sale of homemade food items. If food items are to be displayed in your booth, Polks Drugs #5 requires that all food items come from a state licensed or commercial licensed kitchen and report card. Polks Drugs #5 requires that copies of licenses report card be displayed in your booth. Polks Drugs #5, also, requires that the vendor have a notarized form excusing Polks Drugs #5 from any liability of such food items being sold. This Document must also contain language that Polks Drugs #5 and employees are not liable legal expenses or judgements rendered to Polks Drugs #5 due to a vendor and that the vendor will cover any/all Polks Drugs #5 or employees' legal expenses or judgements or any other fine or form of payment.

Polks Drugs #5 does not allow for the sale of infant, baby, toddler toys. This is to protect the company from having to manage recalls or return or safety issues with such items.

Polks Drugs #5 will allow for vendors to display and sale infant, baby, toddler, and children clothes.

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Polks Drugs #5 does not allow for the sale of any items containing drugs, durable medical equipment, tobacco, nicotine containing products, alcohol, or any item that may be construed as a pharmacy item.

Polks Drugs #5 will be using a Point of Sale (POS) system to track goods sold for all vendors. Polks Drugs #5 requires the vendor to be onsite for item uploads to the POS. The initial upload may take some time so please prepare accordingly. A Polks Drugs #5 employee will be working to upload all items for the vendor. Polks Drugs #5 does not allow vendors to access the POS as it contains Private Health Information for our Pharmacy Customers. To be compliant with HIPPA laws and regulations vendors will not be allowed access, however they may review the upload with a Polks Drugs #5 employee. To save time vendors may create an Excel spreadsheet in the following format below. If the vendor has questions, call Polks Drugs #5 for help.

Item #	Product Name	UPC #	List	Special IND retail
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Polks Drugs #5 may require an appointment for initial upload of inventory or large items of inventory to be upload. Only one vendor at a time will be allowed to have inventory upload into the POS, this is to ensure items are not mispriced or placed under the inappropriate vendor.

Polks Drugs #5 will allow vendors to run a Sale/Promotion on items in their booth. Polks Drugs #5 asks that vendors fill out a Sale/Promotion form and return it to the store. This will allow Polks Drugs #5 to update the POS to reflect the Sale/Promotion accurately.

Polks Drugs #5 maintains a website (www.polksdiscountdrugs.com) that will feature vendors located at the store. Polks Drugs #5 will allow for vendor posting to the Polks Drugs #5 Facebook page that is starting to maintain. Any pictures for upload will need to be submitted to Polks Drugs #5 for uploading.

Polks Drugs #5 reserves the right to remove a vendor at anytime from the store should they not comply with policies and procedures. Should a vendor be removed from the store the vendor has six (6) business days to pick up items and displays. Any items or displays not picked up within six (6) days will become property of Polks Drugs #5 or be disposed of. Vendors will be notified with noted forms of communication: email, text, and/or mailed letter. Date of first notice email or text would be considered first (1st) day of notice. It is the responsibility of the vendor provide and update Polks Drugs #5 with accurate contact information.

Polks Drugs #5 requires that first (1st) and last month's rent at the time of lease signing. The Last month rent will be considered a deposit. Should the vendor decide to end the lease prior to finishing the term, Polks Drugs #5 requires 1/2 month rent for any month not completed in the lease agreement. If termination of the lease is in the last 2 months only the last month's rent would be due. Should the vendor be late on lease/rent payment, Polks Drugs #5 will impose a late fee of 10% of rent space. Also, Polks Drugs #5 may hold vendor payment on the 15th or

Vendor/Owner Initials: _____

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remove the payment from vendor payment to cover their rent, hold items from vendor until paid, and/or evict vendor from the store.

Polks Drugs #5 collects rent via cash, check (returned check fee of \$65 and automatic late fee imposed), money order, cashiers check, and/or Credit/Debit card (will have 3.5% processing fee imposed).

Polks Drugs #5 will be investing in a gift wrap program for vendor clients. If the vendor wishes to take place in this program once started. The cost would be \$20 per month to cover gift wrapping supplies.

Polks Drugs #5 requires that all vendors ensure that thirty-eight (38) inches of walkway space always remain in each aisle of the store. Polks Drugs #5 must maintain ADA (American Disability Act) compliance as we are a pharmacy.

Polks Drugs #5 hours of operation are 8:30 AM – 6:30 PM Monday – Friday, 9:00AM – 3:00 PM Saturday, and Closed Sunday. Vendors are to comply with the hours of operation for booth maintenance.

Polks Drugs #5 is not responsible for theft or damage of vendor items. However, Polks Drugs #5 employees will monitor for theft or damage of items during hours of operation.

Contract term: 6 Month Lease or 1 Year Lease.

Space Prices are as follows (all dimensions are feet):

- Five-by-six (5x6) wall space \$200.
- Five-by-six (5x6) space with window frontage \$300.
- Eight-by-six (8x6) Space with window frontage \$400
- Ten-by-six front (10x6) section when entering store \$475.
- Five-by-six (5x6) front section when entering store \$275.
- Middle aisle space on three-by-four (3x4) metal-shelving display (1 section with endcap) \$175 (multiple sections available for \$25 discount on each additional section)
- Middle aisle space five-by-six (5x6) no shelving \$225
- 4-foot Wall Space only \$150 (this is only for shelves or clothing rack bars attached to walls) (multiple sections available at a \$25 discount on each additional section)
- Custom Space - inquire with Polks Drugs #5 management for pricing.
- Table space
 - Large Table \$275
 - Small Tables \$75-100

Please list ALL items that you are wanting to sell inside of vendor store. Any items not listed for review will not be permitted.

We will only be taking a limited amount of each vendor.

We want everyone to succeed!

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Vendor Name: _____

Owner Name: _____

Vendor Tax-Id / Owner SSN: _____

Owner Drivers License #: _____

Vendor/Owner Address: _____

Best Way to contact Owner/Vendor: _____

Vendor Phone Number: _____

Vendor Cell Number (that can receive text messages): _____

Vendor Email: _____

Vendor Facebook: _____

Vendor Website: _____

Requested Lease Start Date: _____

Vendor Space and Term requesting to Lease:

Vendor Return Policy (provide additional sheets if needed):

List any documents attached (licenses):

Vendor/Owner Initials: _____

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Vendor Space and Term:

Vendor Start Date If Approved:

Vendors Return Policy Approved:

1st and 2nd Month Rent Collected:

Vendor Approved / Denied / Waitlisted (Reason):

Polks Drugs #5

Manager Signature: _____ Date: _____

By signing this agreement, vendor/owner is agreeing that they will abide by policies and procedures, provide necessary documents, ensure leasing/rent payments are made on time, and releases Polks Drugs #5 and its employees of any action of recourse.

Vendor/Owner Signature: _____ Date: _____

Vendor/Owner Initials: _____

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Sale/Promotion Form**

Vendor Name: _____

Owner Name: _____

Vendor/Owner Address: _____

Best Way to contact Owner/Vendor: _____

Vendor Phone Number: _____

Vendor Email: _____

Sale/Promotion Vendor would like to Run:

Sale/Promotion Start Date: _____

Sale/Promotion End Date: _____

Sale/Promotion Return Policy:

Vendor/Owner Signature: _____ **Date:** _____

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Manager Signature: _____ **Date:** _____

Vendor/Owner Initials: _____