

## **Ready to become a vendor?**

Are you a retailer, antique, vintage or collectible dealer looking for a place to display and sell your items? Then The Downtowner Marketplace is excited to offer you the opportunity to apply to become one of our dealers. At The Downtowner Marketplace we may mix and match crafts, vintage, collectibles and antiques along with specialty shops and unique boutiques in one marketplace. This is what makes us so unique. Our customers eagerly seek all the above mentioned items and enjoy the wide variety of items offered by our dealers. We invite you to email any questions or comments you might have. We're looking forward to meeting you and hope to do business with you in the future.

### **Marketing:**

We want people to know about us! One of the services you'll receive when you become a DM vendor is extensive marketing locally as well as online. We advertise regularly in local and national printed publications. We also anticipate a mail out campaign to residences in Hot Springs promoting both The Marketplace and its dealers. You'll also have the opportunity to be featured here on our website and social media. Participating monthly in the Arts District Arts walk featured in Downtown Hot Springs. The marketing fee for this is 20.00 monthly.

### **Store commissions:**

The Downtowner Marketplace charges a monthly fee at \$3.00 per sq. ft. for rent on your space and a 7% commission to cover the business overhead.

### **Why Hot Springs Downtowner Marketplace:**

We are open 5 days a week, collect and pay all sales tax, pay outs are made monthly along with a monthly newsletter to inform you of the latest The Downtowner Marketplace happenings. We accept Visa, MasterCard, and Discover at no extra charge to you. The Downtowner Marketplace also protects you from credit card fraud and bad checks that the store might receive. YOU as a Marketplace vendor get paid regardless! You are not required to work, which frees you up to find or craft those treasures.

### **Security:**

Our stores have numerous Security Cameras throughout the spaces that help us monitor customers at all times. Helping also to keep you and our customers safe.

### **Check Your Sales Online:**

The Downtowner Marketplace has the capability for our dealers to check their daily sales on-line. You, as the dealer, have access to your sales during a current period or to past sales periods. This can be an effective tool in keeping tabs on your inventory or knowing what to bring with you when you stock your booth. Access is available 24/7, all present day postings will be posted to the web after 7:00 pm of that day.

Simply go to the link provided to you at time of signing lease and rent and click on the "Vendor Login" button. Once you login, take note of the message boxes; one is a general message to all dealers and the other is a personal message to the individual dealer. **Contact store for setup.**

**Demographics:** In case you are not familiar with Hot Springs here is a brief description of the city and our location Hot Springs and the surrounding area has a population of approximately 133,450 and the average income is between 25K – 50K. There are over 150,000 Vacation Homes in Hot Springs and Hot Springs Village areas that bring second-home owners year around. The varied menu of entertainment

and sporting opportunities, the Hot Springs area offers enough choices to keep 3 million visitors coming to the city and its surroundings every year. Hot Springs recently expanded and renovated its Civic and Convention Center, making it one of the best facilities of its kind in the country.

Hot Springs is a great tourist town with sites like the The Bathhouse Row Shopping , Historic Main Street Sites, Oaklawn Racing, Lake Hamilton/Lake Catherine and Lake Ouachita Recreation, Hot Springs National Park Hiking and Biking, Monthly Festivals, Magic Springs Theme Park and Hot Springs Historic Country Club, Arts district, live shows, parades and more.

The Downtowner Marketplace is located at 714 Central Ave. Located near the convention Center, restaurants, hotels and entertainment, a location considered the anchor for this end of downtown benefiting significantly by foot traffic, automobile traffic and parking.

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### **The Downtowner Marketplace Vendor Guidelines**

1. Rent is due on the 1st of each month. A \$20.00 late fee will be charged on the 10th of the month.
2. A 30-day written notice is required to activate last months rent (deposit). The Downtowner reserves the right to ask you to sign a new lease agreement upon fulfillment of your lease term. You may sign a new lease agreement to upgrade to a larger space at any time.
3. All items are to be marked with dealer #, description and price, in that order.

Dealer #

Description

\$ Price \$

4. Booths can be stocked and decorated any time during store hours. No oil-based paint can be used to paint the booths. Structures built in the booth that are permanently attached become property of Hot Springs Downtowner Marketplace when vacating. No trade show style displays please. Your space should reflect an upscale marketplace.(Ask store manager for details).
5. Items for display are to be marked “display only” with your dealer # on it.
6. Keep items clear of aisleways; 36” clearance has to be enforced in aisleways.
7. Please measure your space before beginning any construction; spaces may vary in size.
8. Booth’s can be decorated with fabric or wallpaper attached with pins or staples only, no glue please.
9. Sketching and picture taking of other dealer’s items in the store other than your own is not permitted.
10. When running a sale in your booth please inform the staff of such sale. Booth wide “percentage off” sales can be entered into the computer and you simply hang a sign in your booth stating the sale percentage with your dealer # and how long the sale is good for. Specific items on sale, mark through price with a red pen and add new price with your initials.
11. Move into space within 7 days of lease start date.
12. All questions, comments and concerns are to be addressed to management.

13. Only bring enough inventory to fill in your rented space. Space available booths are under the authority of The Downtowner Marketplace and are not to be used for storage.

14. Permissible items in the store are new apparel, specialty items, collectibles, gifts, home decor, vintage and artisan crafts. No other items are allowed. If in question about an item, check at the front counter. All items should be clean and ready for display. Respectfully do not duplicate each others items, registering any new brand of merchandise so no duplication or competition occurs.

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**Definitions:**

***Antique:*** an item that is 50 to 100 years old.

***Collectible:*** an object that is collected by fanciers, one other than such traditionally collectible items as memorabilia of sports, people and events.

***Vintage:*** a period of origin or manufacturing. Length of existence. A period of history, the period contemporary with a person's lifetime or with his or hers active life. Usually shabby-chic style items.

***Craft:*** an occupation or trade requiring manual dexterity or artistic skill. Handmade item or altered item for resale.