



CALHOUN SQUARE SPECIALTY LEASING GUIDELINES

Operating Rules and Regulations

1. Inline spaces and Kiosk are to be staffed:

Monday – Saturday 10:00 am -9:00 pm

Sunday Noon - 6:00 pm

* Holiday hours and weekend table hours are subject to change.

2. Your location is determined by Calhoun Square Management. The location cannot be moved without permission from the Marketing Director or General Manager.
3. Professional signage is required. Signage must be approved by the Marketing Director or General Manager.
4. All displays must be taken down after mall hours end (9:00 p.m.) Violators will not be asked back to the program.
5. Merchandise must be displayed in a manner approved by Calhoun Square Management.
6. Area should be maintained in a clean and orderly fashion at all times. Common areas must be kept clear of all equipment, boxes, storage containers and additional stock at all times.
7. Retailer must supply all other equipment needed for his/her own location such as lamps, electric outlet adapters, extension cords, etc.
8. Retailer is responsible for all costs associated with data + phone lines, including connection charges.
9. Calhoun Square Management reserves the right to remove any merchandise at their discretion. None of the following are permitted for sale: tobacco products, alcoholic beverages or products, gambling implements, adult or pornographic materials.
10. All products sold must comply with all Federal, State and Municipal laws and standards regarding the sale of these products
11. Calhoun Square Management reserves the right to change the rules, policies, and procedures at their discretion.

Insurance Requirements

All Vendors will be required to carry liability insurance of up to \$1,000,000. Please submit a copy with your application.

Deposit

All vendors must pay a deposit of \$100, payable to ROF Calhoun Square LLC. This deposit will serve to reserve your space, and will serve as a damage deposit. Deposits will be refunded to the Operator upon expiration of the license if all equipment has been returned in good condition and the location has been sufficiently cleaned.

