



# Le Natural Mall

## VENDOR EMPLOYEE STANDARDS AND REGULATIONS FOR SPECIAL EVENTS TO VENDOR INTENTION

1. All vendor employees must dress neatly and professionally:
  - No Jeans
  - No Shorts
  - No Open-toed Sandals, no sandals
  - No Baseball Caps
  - No Sunglasses
  - Collared shirts (no t-shirts) are requested
  - Skirt 6 inches above the knee
2. Each sales person in the event area should wear a readable identification badge with the person's name, aprons or golf shirts with the vendor name/logo are acceptable.  
Sales staff to stay around booth. No wondering around.
3. Be attentive, helpful and courteous to all Costco Wholesale members and employees. Reading or use of electronic devices (laptop, Mp3's, Mp4's, I-pods, Blackberry, cell phone s) are unacceptable.
4. Always perform duties in a safe manner. Any safety issues must be reported immediately to any warehouse employee.
5. Chairs, tables, stools are not allowed in the kiosk area. Sitting is only allowed if there is a medical necessity.
6. No food is allowed in the kiosk area. Only water bottles are acceptable. No chewing gum.no coffee, no soft drink etc.

7. Keep the booth clean. Before your shift dust the booth. Applies to both morning and afternoon shift.
8. Eating food products in demonstration is not permitted. Meaning no food sampling.
9. Anyone wanting to purchase will have to do so during the break or after his/her shift. Pay for purchase and put away in their car. No one is allowed to keep any merchandise paid or unpaid.
10. Winter coats , booths can not be kept in booth . Put them in staff lounge.
11. Vendor employees cannot solicit business or arrange business transactions with any LNM Wholesale member conducted outside the Kiosk Road show. No business cards should be distributed to any LNM employees and members. You will be immediately asked to leave and all scheduled road show events will be subject to cancellation.
12. Please note any problems or concerns must be directed to Sharon 604-835-7242
13. Remain in the event area at all times. Use clock when departing for lunch and breaks by indicating time of return
- .14. Be at the warehouse at the designated time. Morning shift must enter the warehouse using receiving door and must sign in log book. If a sales person is going to be late, call the office. You must be in the warehouse 10 minutes before scheduled time.
15. Defective and/or damaged products may not be sold and/or offered for sale to LNM Wholesale members under any circumstances. Damaged and/or defective product must be removed from the warehouse and returned to the Vendor. Vendor will not adjust selling price for any reason without prior approval from the buying office.

16. If you are asked a question by a LNM member not related to your Road show, please ask a LNM Wholesale employee for assistance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_