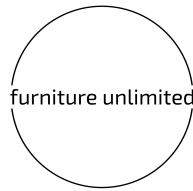


POLICIES AND PROCEDURES

The following policies and procedures have been developed in an effort to enhance sales; to provide better service to all dealers and customers; to protect the intent, character, and ambiance of the Workshop; to comply with government laws and ordinances; and to increase the efficiency of the Workshop staff. Because these policies and procedures inure to the benefit of everyone associated with the Workshop, they will be strictly enforced. PLEASE READ THEM CAREFULLY. Should you need or desire clarification or further explanation. Do not hesitate to speak with a member of the management team.

Management reserves the right to change, modify, add, delete and interpret these policies and procedures. All decisions are final. Your full cooperation and adherence is appreciated.

1. Furniture Unlimited is comprised of individual furniture dealers renting time in Furniture Unlimited's Workshop. Should you need clarification or further explanation, do not hesitate to speak to a member of the management team. Inappropriate and non-conforming items will be immediately removed from the workshop and stored in a secure area. You will be notified of this action and expected to remove the item from the Workshop within 72 hours. A moving and storage fee will be charged should the item not be removed within the allotted time.
2. Improvements to the Workshop area are not permitted. Paint, wallpaper, and/or fabric may not be applied to the walls or the floors of the workshop. Nothing may be applied to the walls or the floors or any surface of the workshop. The workshop area must always be protected with plastic or cardboard protecting the original flooring and walls. Our goal in this regard is to provide a safe, pleasing, professional environment with continuity in a furniture workshop atmosphere. For further clarification of workshop fixtures, please see a member of the management team.
3. City of Englewood fire codes will be strictly enforced. All electrical cords must be in good condition. Aisels must not be obstructed in any way including the protrusion of merchandise or fixtures.
4. No lightbulb with a wattage greater than forty (40) will be allowed and no multi-light fixture may contain a total of more than one hundred fifty (150) watts of lighting.
5. Dealers "working" or rearranging their merchandise MAY NOT place any item of merchandise or fixtures in aisles, common areas or another dealers storage area. It is suggested that items being removed from the Gallery take precedent over arriving merchandise. Only projects in progress are to be stored in the workshop. All finished products must be removed from the workshop.
6. From time to time a member of the staff may be available to assist with merchandise leaving the workshop . This is an exception and should not be relied upon. Should you



POLICIES AND PROCEDURES

have major moves, it is suggested that the dealers make their own arrangements for additional help if desired.

7. Furniture Unlimited reserves the right to prohibit any item from being on the premises. For example, the following items are expressly prohibited: pornography, alcohol, mattresses, firearms, weapons or knives; any item that is not identified as furniture or woodworking. The dealer will be notified and charged a moving and storage fee if not retrieved within 72 hours.
8. No sales are permitted at the workshop or within the confines of "DOVE VALLEY" NO EXCEPTIONS. Customers are not allowed in the premises of "Dove Valley." Any codes to enter the "Dove Valley" premises are strictly confidential and shall never be shared with customers or any other non renters.
9. Obscene language or smoking are prohibited in the workshop.
10. Upon exiting the workshop, you should have an employee check all boxes and furniture. Please allow ample time so that this check may be completed before the Workshop closes.
11. "Monthly" Dealers have 24 hour access to their projects in progress. Only "monthly" dealers are permitted to store projects in progress. However, workshop time must be approved ahead of time. "Monthly" Dealers are allotted 20 hours per month, every additional hour is \$25/hour.
12. Dealers reporting missing items may request staff to complete an investigation. Dealers acknowledge that the workshop does not carry insurance to cover missing items, liability, fire, theft or "acts of God" on dealer's merchandise or dealer's actions. Dealers must provide their own insurance or be self-insured.
13. Parking in front of the workshop is prohibited. You may use this area for unloading during inclement weather, however, your vehicle, at no time may be left unattended. Violators' vehicles will be towed. Unload your merchandise into the workshop. Reverse this procedure when removing items from the workshop. Parking is provided in a designated area directly across from the workshop.