



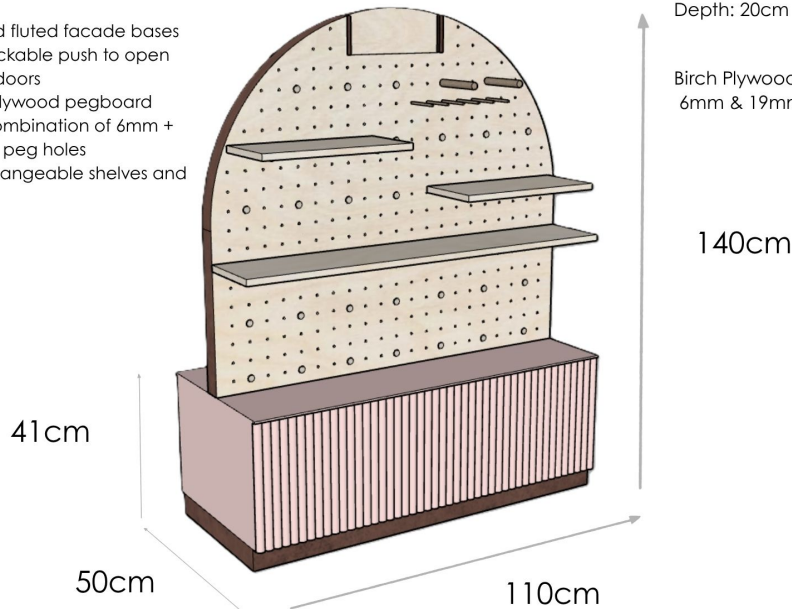
Accessing a Space – What You Need to Know

What Spaces Are Available?

We use the following TWO Display Stands. You can either rent an **entire stand**, or a partial space such as the **full front** section (high exposure) or the **full back** section (inside store / less exposure).

PEGBOARD GONDOLA UNIT

- Painted fluted facade bases with lockable push to open swing doors
- Birch plywood pegboard with combination of 6mm + 19 mm peg holes
- Interchangeable shelves and pegs



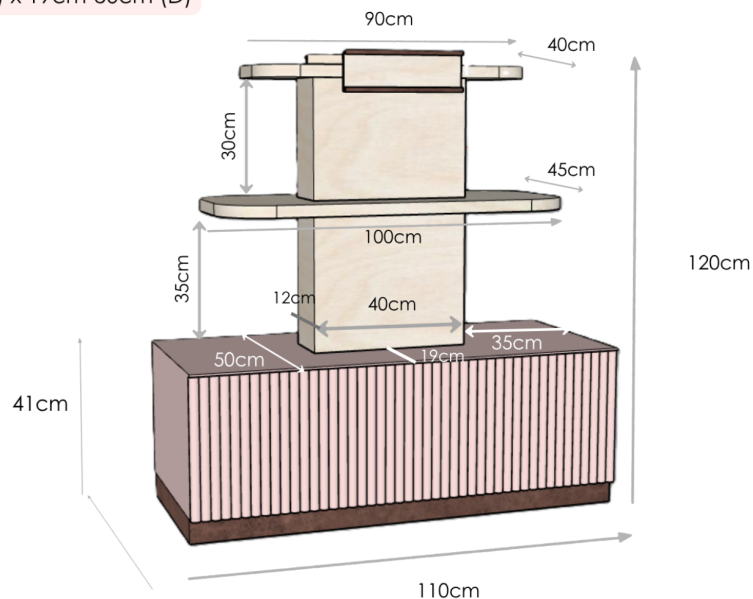
Birch Plywood Shelves (Multiple Sizes):
Width: 110cm / 50cm / 30cm
Depth: 20cm / 15cm

Birch Plywood Pegs/Pegholes:
6mm & 19mm

TIERED SHELVEING DISPLAYS

- **Birch Plywood Tiered Shelves**
- Top Tier: 90cm (W) x 40cm (D)
- Middle Tier: 30cm-100cm (W) x 16.5cm-45cm (D)
- Base: 35cm-110cm (W) x 19cm-50cm (D)

- Painted fluted facade base with lockable push to open storage cabinet
- LED Strip Lighting under each shelf



Extra Details

- **Signage:** Please bring your own physical business cards & business card holder (QR Display stands should be no more than 25cm). Further signage can be discussed.
 - **Storage:** You will have a lockable cabinet underneath your shelving (see cabinet base measurements above)
 - **Upgrades/switching:** You will be able to switch and trial a different space in your early weeks (subject to availability). Ongoing switching and moving isn't generally acceptable.
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What's Included in the Access & Commission Fee?

Your Access & Commission Fee covers:

- Your shelf space
- Staff / Vendor coverage (7 days a week)
- Square POS system access
- Weekly sales reports & payouts
- Packaging & retail bags
- Price displays (or you may bring your own professional displays)
- Retail Store Equipment (including Shelving, POS hardware etc)
- Day-to-day running costs (Admin Software, Square, Shop Supplies etc)

Access Fees, Sales & Commission

- **Your First Week's Access is paid upfront via an invoice** (this is to confirm your place).
- After that, your Access Fee is deducted from your weekly sales.
- Sales (minus access fee & commission fee) are paid to you by **each Wednesday**.
- You'll receive a weekly itemised sales report on **Monday each week**.

**Commission Fee reduced for Long-term vendors*

**In the event that your sales does not cover your weekly access fee, you will be sent an invoice*

In-Store Participation

- Enjoy a lower access fee rate in return for participating in-store
 - Further discounted rate for participating over weekends
 - **In-store participation is optional** but highly encouraged.
 - Each participation block is normally 4 hours (3.5 on Sundays), but up to 8 hours.
 - Rosters are set in advance and time swaps can be coordinated through our **Instagram vendor group chat**.
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Inventory & Barcoding

- You'll use our shared **Square platform** to manage inventory and track sales.
 - All products must be barcoded (we'll help you get started).
 - You can use your own barcoding method – barcodes must include pricing.
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Refunds & Policies

We have a store-wide refund policy, but you're welcome to provide your own to include in our procedures manual.

Our current policy:

- Full refunds within 30 days (must be resellable, with receipt or transaction match)
 - Faulty goods refunded where customer is not at fault
 - Earrings are non-returnable due to hygiene reasons (unless faulty)
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Security & Insurance

- The shop is covered securely overnight.
 - However **theft can still happen**, even during opening hours – please price accordingly.
 - All vendors must have their own **product liability insurance** (especially if your products are consumable, topical, or pose a potential risk).
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Product Exclusivity

We are unable to guarantee exclusivity unless you're a **long-term vendor**, but we aim to curate a balanced mix of makers. We'll always consider aesthetic, product category, and seasonal demand when approving new vendors.

**** Any new product that you wish to introduce, MUST be approved by the shop manager***

Long-Term Vendors

After your first **4 weeks**, you can apply to become a long-term vendor. Benefits include:

- **Reduced commission (6.5%)**

- **Priority booking** over peak periods
 - **Product exclusivity** on 1-2 key products or category
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Bump In & Setup

- **Prep:** Once you've been approved, we will send you a 'Welcome & Getting Started' email with all of the information you need.
 - **Bump In:** Set up date and time can be negotiated with the shop manager.
 - We'll have your shelf ready – all you need to do is bring your magic!
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How Much Stock to Bring?

This varies – feel free to reach out to existing vendors for guidance. Here's a quick look at past sales to help you plan:

Peak season (end Nov–Dec):

- "Average" Weekly Sales per vendor \$1500 - \$2000

Quiet periods:

- "Average" Weekly Sales per vendor \$420–\$590
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Ready to Join?

Submit your [application](#) via our website. If approved, we'll contact you within 2–4 weeks and issue your first weeks access fee invoice. Once that's paid – you're in! 🎉

You'll also be added to our **Instagram group chat** for updates, shift swaps, and community support.

Have more questions? Please reach out to me!

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Shonna (*Owner / Operator*)

Pretty Little Things Collective