

Q&A for vendors:

1. **Who oversees the vendor program at The Spot?**

Charles Ralston, co-owner of The Spot AZ, oversees all vendor questions, concerns, scheduling, and communication. Lori, wife of Charles, does **not** manage vendor issues; she only enters inventory and tracks sales.

How to reach Charles:

- **Facebook Messenger:** *The Spot* - <https://www.facebook.com/profile.php?id=100067746424871>
- **Phone (no texting):** 928-324-6400.
- **Text:** See Charles directly for the accurate text number
- **Email:** Info@TheSpotAZ.com

2. **How much are the shelves?** Shelf rental pricing matches the Vendor Rental Agreement:

- **Month-to-month:** \$40/month
- **3-Month commitment:** \$35/month
- **6-Month commitment:** \$30/month
- **9-Month commitment:** \$25/month
- **12-Month commitment:** \$20/month

NOTE: Payments are made **month-to-month**, even for multi-month commitments.

3. **What size are the shelves for vendors?**

- **Undetermined currently.**

4. How many shelves can I rent?

- **Undetermined currently.**

5. **Do vendors keep 100% of their sales?**

Yes, anything the vendor sales at The Spot, they get 100% of the profit.

6. **Are there any additional fees?**

No. The Spot covers:

- Local city sales tax
- Credit card processing fees

Vendors only pay their monthly shelf fee.

7. **Is a contract required?**

Yes. All vendors must sign the Vendor Rental Agreement before setting up.

8. **Do I start renting immediately after turning in my contract?**

Yes. The Spot does **not** hold shelves for future dates. Vendors have **1–2 weeks** to set up their shelves or the space may be reassigned.

9. When can I set up my shelf for the first time?

Initial setup is **by appointment only**, scheduled by Charles. For accurate scheduling and availability, **see Charles directly**.

Typical availability:

- Saturdays, 10:00 AM–5:00 PM

10. What do I need before setting up my shelf?

You must bring:

- All items **priced**
- Your **assigned vendor code** on every tag (given by The Spot)
- Your item # listed on every tag (from your inventory sheet)
- A **completed vendor inventory sheet** (required by the contract)

Examples:

- # 1 - 10 necklaces (\$6–\$10)
- # 2 - 12 baseball cards (\$5–\$15)
- # 3 - 6 rings (\$10–\$20)

NOTE: Vintage and individual items may be listed individually.

Examples:

- # 4 – Frog statue
- # 5 – Friendship Pyrex bowl
- # 6 – Quiche tart

11. Can I rearrange my shelf anytime?

Yes, during business hours only. An updated list of all added or removed items must be given to Lori or Charles at the time of your visit. If paperwork is forgotten, you must complete a new form in the store, as past updates have frequently not been turned in afterward.

12. Can I use the floor if something does not fit on my shelf?

No, vendors must be able to fit all their items on their assigned shelves. If they want to sell something that does not fit on their shelf, they will need to consign that item with The Spot following The Spot's current consignment policy.

13. If I am both a vendor and a consignor, can I move items between the two?

No. Consigned items must remain in the store for the full 90-day consignment period. Once the 90-days have passed, the item may be moved to your vendor shelf if you choose.

14. What if I do not like my shelf location?

You may request to be added to the shelf waitlist. Current vendors get first opportunity when a shelf opens.

15. How does The Spot know who to pay?

Your vendor code provided by The Spot (example: CR1) must be written on every tag. This code is how your sales are recorded in the system.

16. When do vendors get paid?

Payments are issued on the **first Friday of the next month**, rather than on the 1st day of the month, via:

- Venmo
- Check for pickup
- Mailed check

This matches the Vendor Rental Agreement.

17. Can vendors be paid in cash?

No. The Spot must maintain a **paper trail** for all payments.

18. Will I receive a detailed list of items sold?

You will receive a generic item-number summary, such as:

- Item #20 — \$50 total
- Item #2 — \$35
- Item #4 — \$60 total

The Spot now tracks sales only by item number, and this information will be shown on your monthly payout sheet. You can compare the numbers to your inventory sheet to identify each item.

19. Will The Spot keep my tags for reuse?

- Yes, if requested. Please note this at the top of your contract.

20. When is rent due?

Rent is due **on or before the 15th** of each month. If rent is late, sales may apply toward unpaid rent before profits are paid out.

21. Do I get a discount if I start mid-month?

No. Rent is the same regardless of start date.

22. Will vendors sell duplicate items?

The Spot works to avoid duplicate items, but some overlap is acceptable. Vendors should check what others are selling and decide whether to continue offering related items. For example, if another vendor is selling beaded jewelry, please try to refrain from offering the same type of jewelry. If you are unsure, check with Charles or Lori.

23. Will The Spot promote my items?

Yes, The Spot will occasionally feature vendor items on Facebook and Instagram. Vendors are also encouraged to promote their own items. Your vendor information

will be posted on The Spot's website and will list the *type* of items you sell, though photos may not always be included of individual items.

When you come in to update your shelf, especially if several items are refreshed, a video of your shelf is usually posted on Instagram and Facebook.

24. **What are The Spot's hours?**

Hours vary seasonally:

- **Jan–Feb:** Fri–Sat, 10–5
- **Mar–May:** Thu 10–2, Fri–Sat 10–5
- **Jun–Aug:** Wed–Thu 10–2, Fri–Sat 10–5
- **Sept–Dec:** Thu 10–2, Fri–Sat 10–5

25. **Can valuable items be locked up?**

Yes, if space is available in the lockable display case. Space is limited so please only 1-2 items.

26. **Is The Spot responsible for damage or theft?**

No. The Spot has security cameras, but they are a **deterrent**, not a guarantee. This matches the Liability section of the contract.

27. **How do I end my vendor contract?**

Vendors must provide **at least 30 days' written notice** if they do not intend to renew their rental agreement. Written notice may be given by email, text, or letter. For accurate notice or confirmation, please see Charles directly. If a vendor changes their mind after giving notice and their shelf has already been reassigned, they will be placed on the waitlist.