



< < TRENDY VIBES > >

SHOP OWNER
WELCOME GUIDE
& AGREEMENT

2025

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WELCOME + BRAND INTRO

OUR MISSION + THE VIBE

Welcome to Trendy Vibes! We're a modern booth rental boutique with an industrial edge, where raw character meets curated style.

Our mission is simple: to connect local makers, creators, and small business owners under one unique roof. Customers come for the energy, the finds, and the vibe. Shop owners join us because they want a professional, high-traffic storefront, without the stress of running a shop solo.

WHAT IT MEANS TO BE A SHOP OWNER

As a shop owner, you're part of a creative community. You'll have your own space to showcase your brand, but we all work together to make Trendy Vibes an inviting, thriving destination.

yay!
you're here!



COMMISSION + PAYMENT STRUCTURE

SALES & CUSTOMER SERVICE

All customer transactions are handled by Trendy Vibes staff. This ensures a smooth shopping experience, consistent customer service, and accurate reporting for every shop owner.

HOW IT WORKS

►► Flat Monthly Rent: Based on your booth size.

►► Sales Commission: To keep the lights on (literally) and the vibes flowing, we retain 15% of every sale.

WHAT YOUR COMMISSION COVERS

►► Credit card and POS system fees

►► Marketing, promotions, and events

►► Staff handling sales and customer service



COMMISSION + PAYMENT STRUCTURE

YOUR EARNINGS

- ▶▶ You keep 85% of your sales.
- ▶▶ Payouts are sent monthly by the 15th of the following month.
- ▶▶ Each payout comes with a detailed sales report, so you'll always know what's selling.

RENT/COMMISSION DEDUCTION

Booth rent and sales commission will automatically be deducted from your payout. If your sales do not cover the full rent amount, you are responsible for paying the remaining balance directly.

SALES TAX COLLECTION

We collect and remit sales tax on your behalf. Reports include tax details so you can track everything accurately.

OVERDUE BALANCES

Booth rent is due on the 15th of each month. Overdue balances may result in late fees and/or forfeiture of booth space.



BOOTH SETUP + GUIDELINES

BOOTH SIZES & PRICING

▶▶ **Small Booth** (4'x6') - \$150/month + 15% commission

▶▶ **Medium Booth** (6'x8') - \$225/month + 15% commission

▶▶ **Large Booth** (8'x10') - \$350/month + 15% commission

▶▶ **Wall Shelf/Small Display** (2-4ft) - \$75/month + 15% commission

Note: All booths include professional lighting, access to store traffic, and the benefit of our collective marketing efforts.



BOOTH SETUP + GUIDELINES

PAINT & STRUCTURES

Booth paint colors and permanent structures must be pre-approved. All builds should be safe, removable, and non-damaging.

SIGNAGE & SHELVING

Professional signage is encouraged. Shelving, racks, and displays must fit inside your booth footprint and be securely installed.

FLOORING

Rugs or temporary flooring are welcome. Permanent flooring (tile, wood, adhesive-backed materials) is not allowed.

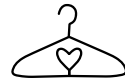
OUTLETS & ELECTRICITY

Outlets might be shared between booths. Please use them responsibly. No extension cords across walkways. Keep cords neat and safe.



BOOTH SETUP + GUIDELINES

HANGERS & LABELING



All hangers must be labeled with your shop name/number. This ensures they get returned to your booth after checkout.

ACCEPTED MERCHANDISE

Always a Yes

- ▶▶ Men/Women's clothing + accessories
- ▶▶ Children's clothing + accessories
- ▶▶ Jewelry (handmade or curated)
- ▶▶ Rustic, vintage, and antique décor with character
- ▶▶ Industrial, boho, or farmhouse-inspired home accents
- ▶▶ Hand-poured candles, soaps, + apothecary goods
- ▶▶ Trendy giftables + seasonal décor

Hard No's

- ▶▶ Mass-produced / chain store items
- ▶▶ Garage sale or flea market leftovers
- ▶▶ Heavily worn or damaged clothing
- ▶▶ Off-brand products that don't fit the vibe

SHOP OWNER RESPONSIBILITIES

BUSINESS HOURS

Trendy Vibes operates on set store hours. All booths must remain stocked and shoppable during open times.

STORE
HOURS: **M-F:** 10-6
Sat: 10-4
Sun: 12-4

RESTOCKING & CLEANLINESS

Keep your booth looking fresh! Restock as needed and maintain a professional, clean presentation. Shop owners are also responsible for dusting, vacuuming, and/or sweeping their booth to ensure it stays tidy and inviting for customers.

RETURNS & EXCHANGES

All returns/exchanges are processed at the front desk according to your policies on file. Please keep them updated with us.

SOFTWARE POS SYSTEM

We provide the Point of Sale system.

easy peasy!



SHOP OWNER RESPONSIBILITIES

SECURITY & MISSING ITEMS

We monitor the store with cameras, but Trendy Vibes is not responsible for lost, stolen, or damaged items. Please secure high-value merchandise.

MARKETING & PROMOTION

We actively market Trendy Vibes and our shop owners. Tag us so we can share your posts and amplify your reach!

MEDIA RELEASE

By joining, you agree that photos/videos of your booth and products may be used in Trendy Vibes promotions (social media, website, etc.).

HOW TO FOLLOW US ON SOCIAL MEDIA

Stay connected + get featured:

▶▶ Instagram: @TrendyVibesKS

▶▶ Facebook: Trendy Vibes KS

SHOP OWNER AGREEMENT

NON-DISPARAGEMENT CLAUSE

We're building a positive community. Shop owners agree not to publicly disparage Trendy Vibes, its owners, or fellow shop owners.

BOOTH RENT & PAYMENT TERMS

Rent is due on the 15th of each month. There will be a daily fee of \$25 if rent is not collected by the due date. After 5 days of non-payment, your booth will be considered abandoned.

MOVE OUT PROCEDURES

You must provide at least 30 days' notice. Booths must be restored to their original condition (walls clean, no holes, no leftover items). Anything left behind will be considered abandoned.

FINAL NOTES

Trendy Vibes is more than a shop. It's a collective, a vibe, and a family. These guidelines help protect everyone's hard work and keep our boutique thriving.

This Agreement ("Agreement") is entered into by and between Trendy Vibes Boutique ("Management") and the undersigned Shop Owner ("Vendor"), effective on the date signed below.

BOOTH & RENT

1. Booth space will be assigned by Management based on size and availability (see Booth Sizes & Pricing Sheet).
2. Rent is due monthly and will be deducted from sales payouts on the 15th of the following month.
3. If sales do not cover rent, the remaining balance will be charged to the credit/debit card on file.
4. Overdue balances will incur a \$25 daily late fee. After 5 days of non-payment, the booth will be considered abandoned, and all merchandise will become property of Trendy Vibes.

COMMISSION & PAYMENTS

1. Trendy Vibes retains 15% commission on all sales; vendors keep 85%.
2. Commission covers credit card/POS fees, marketing, promotions, staff handling sales, and facility upkeep.
3. Rent and commission are automatically deducted from payouts. Payouts with detailed sales reports are issued by the 15th of each month.

BOOTH USE & MAINTENANCE

1. Vendor must keep booths clean, safe, and organized (dust, vacuum, sweep as needed).
2. Permanent structures, shelving, signage, paint, flooring, and electrical use must be approved by Management.
3. Hangers and display items must be labeled with Vendor info for accurate distribution.
4. Vendor is responsible for restocking merchandise and keeping booth presentable during store hours.

MERCHANDISE & SECURITY

1. Only approved merchandise may be displayed (see Accepted Merchandise page). Prohibited items include counterfeit goods, weapons, illegal substances, or unsafe items.
2. Vendor is responsible for securing high-value items. Management is not liable for loss, theft, or damage.

TERMINATION / MOVE OUT

1. Either party may terminate this Agreement with 30 days' notice.
2. Booth must be restored to its original condition upon move out; abandoned items will not be stored.

ADDITIONAL TERMS

1. Vendor agrees to follow all policies in the Trendy Vibes Welcome Guide, including returns, exchanges, sales tax (remitted by Management), and participation in marketing/media promotions.
2. Vendor agrees not to publicly disparage Trendy Vibes, its Management, or other shop owners.

By signing below, Vendor acknowledges they have read, understand, and agree to the terms of this Agreement.

Shop Owner Name: _____

Shop Owner Signature: _____ **Date:** _____

Manager Name: _____

Manager Signature: _____ **Date:** _____

