

< < TRENDY VIBES > >

SHOP OWNER  
WELCOME GUIDE  
& AGREEMENT

2026

# TABLE OF CONTENTS

<b>1</b>	WELCOME + BRAND INTRO .....	3
	▶ OUR MISSION + THE VIBE .....	3
	▶ WHAT IT MEANS TO BE A SHOP OWNER .....	3
<b>2</b>	COMMISSION + PAYMENT STRUCTURE .....	4-5
	▶ SALES & CUSTOMER SERVICE .....	4
	▶ MONTHLY RENT .....	4
	▶ COMMISSION .....	4
	▶ YOUR EARNINGS .....	5
	▶ RENT/COMMISSION DEDUCTION .....	5
	▶ SALES TAX COLLECTION .....	5
	▶ OVERDUE BALANCES .....	5
<b>3</b>	BOOTH SETUP + GUIDELINES .....	6-8
	▶ BOOTH SIZES & PRICING .....	6
	▶ PAINT & STRUCTURES .....	7
	▶ SIGNAGE & SHELVING .....	7
	▶ FLOORING .....	7
	▶ OUTLETS & ELECTRICITY .....	7
	▶ HANGERS & LABELING .....	8
	▶ ACCEPTED MERCHANDISE .....	8
<b>4</b>	SHOP OWNER RESPONSIBILITIES .....	9-10
	▶ BUSINESS HOURS .....	9
	▶ RESTOCKING + CLEANLINESS .....	9
	▶ RETURNS & EXCHANGES .....	9
	▶ SOFTWARE POS SYSTEM .....	9
	▶ SECURITY + MISSING ITEMS .....	10
	▶ MARKETING + PROMOTION .....	10
	▶ MEDIA RELEASE .....	10
	▶ HOW TO FOLLOW US ON SOCIAL MEDIA .....	10
<b>5</b>	SHOP OWNER AGREEMENT .....	11-13
	▶ NON-DISPARAGEMENT CLAUSE .....	11
	▶ MONTHLY RENT & PAYMENT TERMS .....	11
	▶ MOVE OUT PROCEDURES .....	11
	▶ FINAL NOTES .....	11

# 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.

## MONTHLY RENT

Rent is based on your booth, shelf, or crate size with a 6 or 12-month lease. To secure your space, the first month's rent and a non-refundable deposit equal to half a month's rent are required.

## COMMISSION

Trendy Vibes retains 15% of each sale to cover credit card and POS fees, marketing, promotions, events, and staff handling of sales and customer service.



# COMMISSION + PAYMENT STRUCTURE

## YOUR EARNINGS

- ▶▶ You keep 85% of your sales.
- ▶▶ Payouts are sent by the 15th of the following month.

## 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 15<sup>th</sup> of each month. Overdue balances will result in a daily late fee and/or forfeiture of booth space.



# BOOTH SETUP + GUIDELINES

## SMALL BOOTH:

4.5'x4'  
18 sq ft  
**\$72/mo**

4'x5'  
20 sq ft  
**\$80/mo**

7'x4'  
28 sq ft  
**\$112/mo**

## MEDIUM BOOTH:

8'x4'  
32 sq ft  
**\$128/mo**

7'x6'  
42 sq ft  
**\$168/mo**

## LARGE BOOTH:

10'x6'  
60 sq ft  
**\$240/mo**

Not ready for a full booth? We've got you covered with charming shelf and crate spaces for smaller displays!



# BOOTH SETUP + GUIDELINES

## **PAINT & STRUCTURES**

Paint may only be applied to the sheetrock within your booth area. 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.

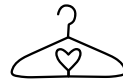
## **OUTLETS & ELECTRICITY**

Every booth has access to electricity. Please use outlets responsibly, keep cords neat and safe, and avoid running extension cords across walkways.



# BOOTH SETUP + GUIDELINES

## HANGERS & LABELING



All hangers must be easily identifiable to ensure 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
- ▶▶ Locally made creations
- ▶▶ Trendy giftables + seasonal décor

### Hard No's

- ▶▶ Mass-produced / chain store items
- ▶▶ Garage sale 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

## INITIAL STOCKING DEADLINE

Your space must be fully stocked within 48 hours of purchase. If your space is not stocked within 48 hours, you are forfeiting your space, deposit, and rental amount. We may reassign the space immediately.

## RESTOCKING & CLEANLINESS

All booths, crates, and shelves must remain at least 80% stocked at all times. If inventory runs low, restock promptly or re-merchandise to keep your space full and shoppable.

Shop owners are responsible for dusting, vacuuming, and/or sweeping their booth to ensure it stays tidy and inviting for customers.



# SHOP OWNER RESPONSIBILITIES

## RETURNS & EXCHANGES

All returns and exchanges are processed at the front desk according to Trendy Vibes store policy.

▶▶ **Returns:** Items may be returned within 2 days of purchase with a copy of the receipt.

▶▶ **Non-returnable items:** Consumable items may not be returned and are final sale.

▶▶ **Exchanges:** Items may be exchanged within 14 days of purchase with a copy of the receipt.

## SOFTWARE POS SYSTEM

We provide the Point of Sale (POS) system, and shop owners will have access to add and manage their merchandise.

## 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.

# SHOP OWNER RESPONSIBILITIES

## 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: @TrendyVibesKC

▶▶ Facebook: Trendy Vibes KC

# 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.

## RIGHT TO REFUSE / REMOVAL POLICY

Trendy Vibes reserves the right to terminate a booth rental and remove a shop owner at any time, for any reason, with or without notice. This includes (but is not limited to) failure to follow stocking standards, missed deadlines, policy violations, or conduct/items not aligned with the Trendy Vibes environment.

## MONTHLY RENT & PAYMENT TERMS

Rent is due on the 15<sup>th</sup> 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.

# SHOP OWNER AGREEMENT

## MOVE OUT PROCEDURES

We require at least 30 days' written notice once your 6- or 12-month lease term has been completed.

If you decide to leave before your selected lease term ends, you will be responsible for paying the remaining balance of your lease agreement. Please remember that all deposits are non-refundable.

All merchandise, fixtures, and displays must be removed by your confirmed move-out date. Any items left behind after that date will be considered abandoned and will become the property of Trendy Vibes Boutique. We are unable to store or hold items after move-out.

## 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. Thank YOU for being a part of it!