



Pop-Up Shop Vendor Agreement

Welcome to The Houstonian. In preparation for your presentation we would like to share a few details to make your experience enjoyable and successful. **Please make sure and read the entire document as you will be responsible for following all guidelines.**

- Your scheduled date(s) are: _____

Your date will not be held until contract, w-9 and photo/logo are delivered to the store manager at rhethcox@houstonian.com (no exceptions).

- **A \$250.00 cancelation fee will be charged if less than 2 weeks' notice is given and will be noted for future consideration.**
- You will be provided with 2 skirted 6' tables. If other display space is needed please speak with Roberta. **The center table may not be used for selling.**
- Arrive in adequate time to set up presentation area in order to conduct business. Set up must be by **8:45 a.m.**, Breakdown may begin at **2 p.m.** (you may always stay longer if you like, just let Roberta know)
- Parking is behind the Trellis building or Club garage.
- **We do not provide porters and recommend a hand dolly or adequate means to transport your merchandise to and from the show.**
- All products for sale are cash and carry unless previously arranged with store management. All sales will be charged through Shop registers. Merchandise may not be discounted unless previous arrangements are made (no employee or Resident's discounts may be given).
- All sales will be charged in the shop through the register.
- 50% of all sales will be retained by the Sports Shop and 50% will be paid to the vendor.
- The floor limit for credit approval is \$2000.00 for a Pop-up Shop transaction. All sales exceeding the \$2000.00 limit must be approved by accounting. If the Pop-Up transaction takes place during closed hours of operations for the accounting office the transaction as well as the merchandise must be retained by the Pop-up vendor until accounting is available for credit approval.
- In the event you are approved to take special orders, items must ship complete to the shop within 14 days from the date of your event, unless approved by store management. **No orders are allowed to be shipped or sold to the customer direct. Copies of special orders must be provided the day of the show to the Sports Shop for proper follow up.**
- Any defective merchandise returned for repair must be replaced within a week of receipt.
- **Twenty-four hours**, following your show, a detailed invoice (your 50% split) including item description and any special orders must be provided in order to begin processing your check payment. Your invoice should be emailed to our Retail Inventory Manager, Jeff Aber, jaber@houstonian.com. We will not rush checks if deadline is not met or invoice is mailed **to anyone other than Jeff Aber.**
- **Payment will be made to the vendor 10 business days after we receive and verify the submitted invoice.**
- Please circle if the check is to be mailed or picked up: Mail Pick-up
If mail, please provide address:

Street: _____ City: _____ Zip Code: _____

Email address: _____

- A minimum of two (2) digital photographs must be submitted with the application & w-9. Minimum acceptable dimensions are 600 x 600 pixels - preferably in color, unaltered (neither cropped nor edited with photo-editing software) on a clean, solid background. The image must be in JPEG file format, and must be less than or equal to 2 MB (megabytes). Signage for your event will be advertised 7 days in advance. Email to Roberta at rhethcox@houstonian.com
- Houstonian Sports shop reserves the right to cancel any Pop-Up Shop at any time.
- **No food may be consumed while exhibiting.** Staff will cover your area for short breaks if manpower allows.

I have read and agree to the above terms.

Vendor: _____ Date: _____