



STATION ST SALVAGE VENDOR GUIDELINES

Welcome to Station Street Salvage!

We're thrilled to have you join the Station Street Salvage community! We aim to help all our vendors thrive by boosting sales and fostering a supportive, creative environment. To make this happen, we've put together some key guidelines.

Hours

- **Open:** Tuesday & Wednesday: 10 AM - 4 PM; Thursday, Friday & Saturday: 10 AM - 5 PM.
- **Closed:** Most holidays.
- We'll do our best to announce any hour changes or unexpected closures (due to illness, staff shortages, etc.) via social media or email.

Rental Terms & Fees

- **Inappropriate Items:** We reserve the right to remove any items deemed unsuitable for sale. These will be held for vendor pickup.
- **Deposit:** To reserve your booth, you'll need an initial deposit equal to one month's rent, plus your first month's rent. For example, if rent is \$175 + GST, your initial payment will be \$350 + GST.
- **Rental Period:** Booth rentals run from the 1st to the last day of each month.
- **Monthly Payments:** After your initial booking, your monthly booth fee will be deducted from your monthly payout (issued on the last day of the month).
- **No Sales Month:** If you have no sales in a month, your booth fee is due on the 1st of the following month.
- **Payment Methods:** We accept cash, credit card, or e-transfer.
- **Commitment:** There are no long-term commitments; rentals are month-to-month.

- **Cancellation Policy:** We require 30 days' written notice to end your rental (e.g., notice by June 30 for a July 31 end date). Cancellations with less than 30 days' notice will forfeit the deposit.
- **Damages:** Deposits will not be returned if your booth or any part of the building is damaged beyond normal wear and tear.
- **Abandoned Booths:** Inventory from unpaid or abandoned booths (after 15 days of non-payment) will be absorbed by Station Street Salvage to cover costs.
- **Termination by Station Street Salvage:** We reserve the right to terminate a rental at any time for non-adherence to guidelines or immediate cause (e.g., inappropriate behavior, abuse, harassment, assault, theft).

Vendor Inventory

We curate a unique selection! Your items can include (but are not limited to) styles like:

- Kitsch, Eclectic, Rustic, Industrial
- Antique Collectibles & Furniture
- Smalls, Costume Jewelry, Mid-Century Modern (MCM)
- Clean, odour-free clothing, linens, textiles, books, and paper items.
- Wall art, sculptures, architectural salvage, taxidermy, toys.

Please Note: We do NOT accept:

- Soiled textiles (including rugs)
- Items containing alcohol or flammable liquids, firearms, ammunition, fireworks, explosives, or prescription drugs.
- Food products.

On-site Work Restrictions:

- No sanding or painting.
- No construction work (other than simple furniture assembly/disassembly).

Booth Layout & Construction

- **Display Furniture:** We encourage you to bring your own sturdy display furniture.
- **Shelving:** Fasten unstable shelving to the wall if possible.
- **Faux Walls:** Faux walls are welcome but must have a sturdy base and not exceed 5-6 ft in height (location dependent).
- **Forbidden Materials (Aesthetic Reasons):** No white lattice, white pegboards, white slat walls, fake brick walls, sponge-painted walls, or vinyl banners. (Painted pegboard or slat walls are fine!)
- **Off-site Work:** All painting and construction of display structures must be done off-site.
- **Branding & Signage:** We encourage booth branding, including personalized tags and signage (all signage requires pre-approval). Graphic design services are available for a fee via Starling Memory Creative.

Booth Maintenance

- **Presentation:** Keep your booth consistently stocked, well-organized, and tidy to boost sales and build customer loyalty.
- **Cleaning:** Vendors are responsible for regularly cleaning their booths (floors, dusting). We provide a vacuum cleaner and brooms.
- **Prohibited in Store:** No harsh-smelling chemicals, perfumes, fragrances, or lit candles.
- **Tagging:** All items must be clearly tagged and priced. We recommend tags at least 2" in size for clear details.
- **Respectful Neighbors:** Please stay within your booth space and respect your fellow vendors.
- **Staging Assistance:** Station Street Salvage can assist with booth staging and styling services for a fee. Contact us for details.

Lighting & Electrical Use

- **Limited Outlets:** Outlets are limited. For additional lighting, please use low-wattage, warm LED rechargeable lightbulbs (easily found online, e.g., Amazon).
- **No Other Equipment:** Do not use outlets for other electrical equipment (e.g., radios).
- **Clear Access:** If your booth has an outlet, keep the area in front of it clear for general access (e.g., vacuuming).

Insurance

Station Street Salvage does not provide insurance coverage for vendor booth items or inventory. Most retail insurance policies have a \$1,000 deductible for loss or theft. It's up to each vendor to decide if insurance coverage is worthwhile for them.

Tags & Tracking

- **Vendor Responsibility:** You're responsible for tagging and pricing every item.
- **Branded Tags:** Branded tags (with your logo, etc.) are encouraged.
- **Required Tag Info:** Each tag must clearly include: **Price**, **Booth Number**, and **Item Description**.
- **Untagged Items:** Items missing tags or information will *not* be sold and will be placed in a bin behind our counter until claimed.
- **Tag Size:** Ensure tags are large enough (approx. 1" x 2" is a good reference) for clear, readable information.

Payouts

- **Frequency:** Vendor payouts are issued **monthly**, on the last day of each month.
- **Method:** Payouts are via **E-Transfer only**. We recommend setting up auto-deposits.
- **Commission:** All vendor sales are subject to a **13% seller's commission**.
- **Taxes:** When a customer buys something, our POS automatically adds 5% GST and 7% PST to the sale total. We collect and remit these taxes on your behalf.

General Suggestions, Etiquette & Housekeeping

- **Booth Visits:** Well-maintained spaces often see the highest sales. We encourage you to visit and maintain your booth regularly (at least once every two weeks).
- **Community Respect:** Please be kind and respectful to your fellow vendors. This is a shared communal space, and its success relies on mutual care and compassion. We aim to create a safe environment where everyone feels respected. Report any inappropriate behavior so we can address it.
- **Mindfulness:** Be mindful of differences among vendors (e.g., some may be chatty, others need quiet time).
- **Waste Disposal:** Please dispose of your personal garbage and recycling off-site. The City of Duncan doesn't provide pickup for downtown businesses.
- **Vendor Washroom:** We have a private washroom for staff and vendors only (not public). Please help keep it clean using provided supplies. Only dispose of washroom-related trash in its bins.
- **Corridor Sink:** The corridor sink is available for general cleaning and handwashing. Please bring your own rags/towels and keep the area tidy.

Parking, Access & Loading

- **Parking:** Free 3-hour street parking is available on Station Street.
- **Unloading:** Unload materials/inventory during our regular open hours. Moving dollies are available.

Security

- We have video security cameras in strategic areas, but theft can still occur. We encourage vendors to minimize their risk.
- **Do NOT confront potential shoplifters directly.** It's not worth the risk.
- If you notice suspicious activity, try to engage them in a friendly way to make your presence known. Casually follow them around while "working in your space." If safe, alert us so we can intervene.

Communication

- **Best Method:** Email is the best way to reach us, as we're often busy with customers.
- **Phone Calls:** If you call, please leave a message, and we'll get back to you ASAP.
- **In-Person:** You can also speak to us in person between serving customers.

Thank you for your cooperation! Please sign and date this document to confirm that you have read and understand the terms outlined in this document.

Yes, I have read the vendor guidelines and understand that the owners of Station St. Salvage have the right to enforce these guidelines and may make changes as needed.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Station St. Salvage reserves the right to change these Vendor Guidelines as needed.