

**VENDOR INFORMATION
PACKAGE**



RA<K SALE



RACK SALE

INTRODUCTION

Welcome to the Calgary Rack Sale Vendor Handbook. Calgary Rack Sale is a seasonal market of Closet Raiders and Consignment Curators. A few times every year, we host a pop up market, with a collection of wardrobes from a variety of vendors, selling their pre-loved clothes and helping eliminate the cycle of fast fashion.

Calgary Rack Sales goal, from the beginning, has been to build a community of vendors organically and locally, where every individual can host the sale of their clothes and create an exciting shopping experience without taking on the risks of a brick and mortar business.

The Success of the Calgary Rack Sale starts and ends with our vendors. Each vendor takes great pride in their Market Space, not just selling clothes from a table, but creating an environment that elevates the customers shopping experience.

Welcome to the Calgary Rack Sale,
we are so excited to have you!

CLOTHING PRICING

Clothing prices vary. If you are looking to downsize and want some fast cash, keep your prices lower and stick with the Bin System, Looking to make a solid margin on your curated clothing, bring a bit less and hang them on your racks.

There is no right or wrong answer, as long as you take pride in your space!

All clothing should have individual price tags, and/or should be in a bin with a clear price for that bin

SPACE DIMENSIONS

Your space is approximately 6 feet by 3 feet. Racks can not be longer than 6 feet, as shoppers will not be able to move between stalls.

- Vendors supply their own racks or bins

SPACE DECORATING

Decorating your space is mandatory. This is not your Grandmas clothing swap. Every Vendor at the Rack Sale looks to create an experience, and when 30 vendors create their own clean and exciting booth, our market becomes eclectic and exciting for the shopper!

Ideas for Decorations include: table clothes, plants, lights, mirrors, etc...

Please note: we do not include outlets, all lighting must be battery powered

**VENDORS SUCCESS IS OUR SUCCESS, THE MARKETS ELECTRIC ATMOPSHERE
STARTS WITH EVERY VENDORS PROUD STALL**

MORNING SET UP

Doors for Vendors open at 8am on Saturday morning. Vendors have until 9:30am to set up their space. Rack Spaces are assigned randomly, they may not be requested. There is a map at the front of the room that shows each vendor which Rack is theirs. Racks may not be moved or swapped.

There are two loading doors, one in the front and one in the back. The front door is ideal if you are rolling items in, the back door is ideal if you are carrying items in. If using the front door, vendors may NOT park or leave their car sitting at the front door blocking the lane of traffic for any time or for any reason.

VENDOR PARKING

Vendors may not use The Village Parking Lot on market days. They must park a minimum of two blocks away. This is not for us or the building, but it is for YOU, the vendor! If the customers cannot find parking, they cannot shop for clothing. Parking in the Village parking lot is non negotiable. All vendors must give us their licence plate number before the market begins, if their car is found in the parking lot, they will not be invited to any future markets.

Once again, this might come off as harsh, but we want you to be successful, and we need customers to sell clothes!

TEAR DOWN

Rack Sale ends at 3:00pm on Saturday. Vendors may not tear down before that time unless directed by a Rack Sale Director. Tearing down early will lead to you not being invited back to future markets.

All spaces must be torn down and gone by 4:00pm. (this is not a hard 'out', just an ideal time)

No items may be left behind.

CHANGE ROOMS

Calgary Rack Sale is next to two large bathrooms in which individuals can try on clothing.

SECURITY

To keep prices down, Rack Sale does not provide security. If a shopper requests to try on a piece of clothing, we recommend vendors ask for a piece of ID from the shopper. The Calgary Rack Sale is not responsible for any items that may go missing

ALL THE OTHER THINGS

1. Floor Plan

- a. If you are bringing additional displays, accessories or features to your set up please let us know 2 weeks before so we can try our best to accommodate your request in our floor plan.
- b. Absolutely nothing may be taped to the walls
- c. This is an organic floor plan - we assign you a table and a space, we do not grid the space for you, you will need to work with your neighbours for the optimum space and traffic flow. We reserve the right to adjust your floor plan for best functionality

2. Customer Payment

- a. Payment is completely at your discretion
- b. There is no ATM on-site, however the bar will offer cash back
- c. We recommend creating a square account so you can accept debit and credit via your cell phone or tablets (please note: Square takes up to 5 business days to sync your bank account)

3. Social Media

- a. Facebook: Calgary Rack Sale
- b. Instagram: @CalgaryRackSale
- c. Website: www.CalgaryRackSale.com

Tag us in your photos and stories so we can share them on our own feeds!

SECURING YOUR SPOT

All spots are first come first serve, with payment securing your space.

Racks are \$50 each. This includes space for 1 rack (brought by the vendor)

All Payments must be sent to Jordan.Smuszko@thevillagecalgary.ca

The password MUST BE "RACKSALE2022"

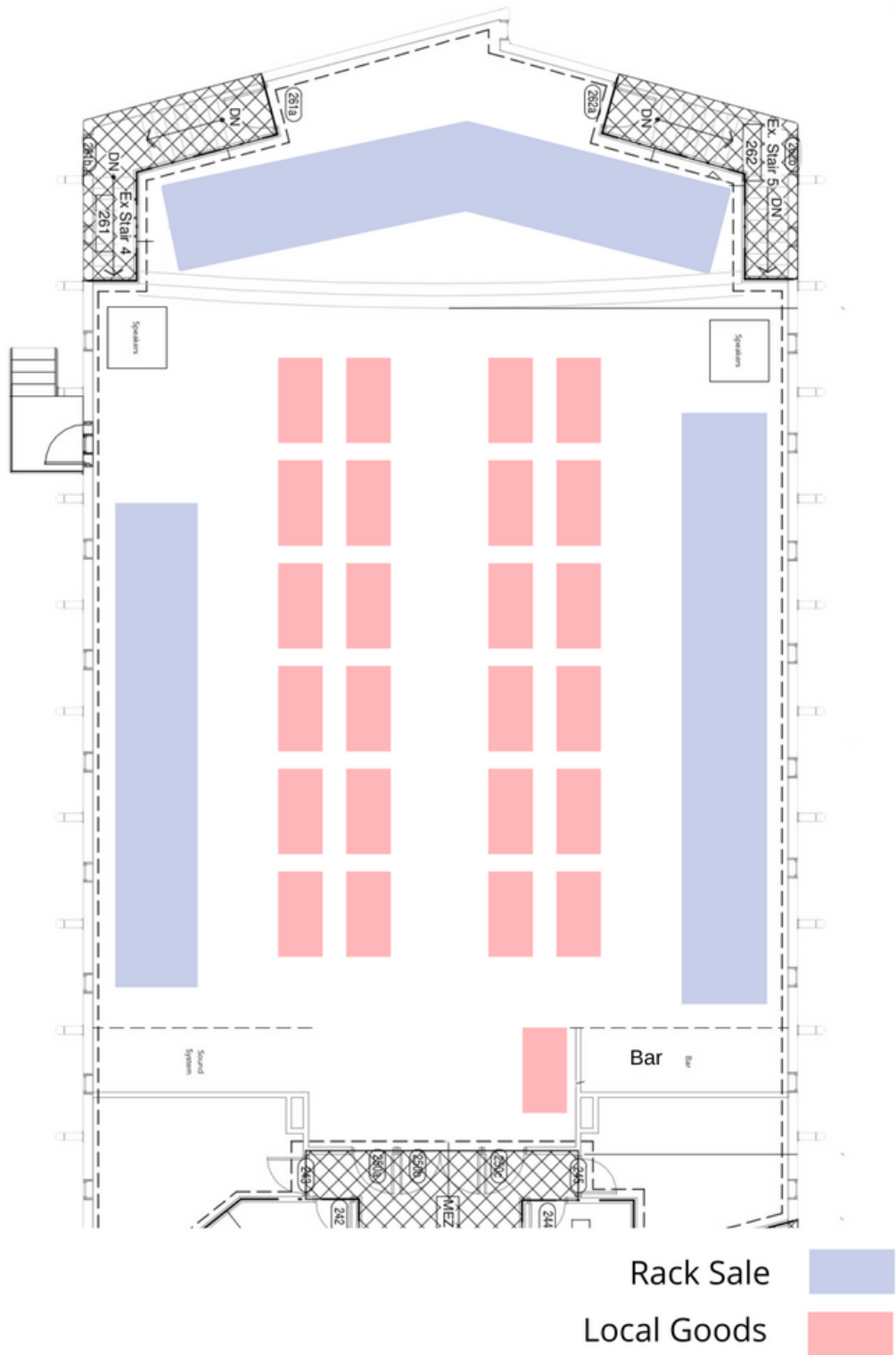
You must include the name of the person who is running the table in the message. This ensures all tables are labeled properly and we do not forget about anyone.

There are no refunds if you cancel your reservation or do not show up.

If your table is empty 30 minutes before the market begins, it will be given away and you will not receive a refund.

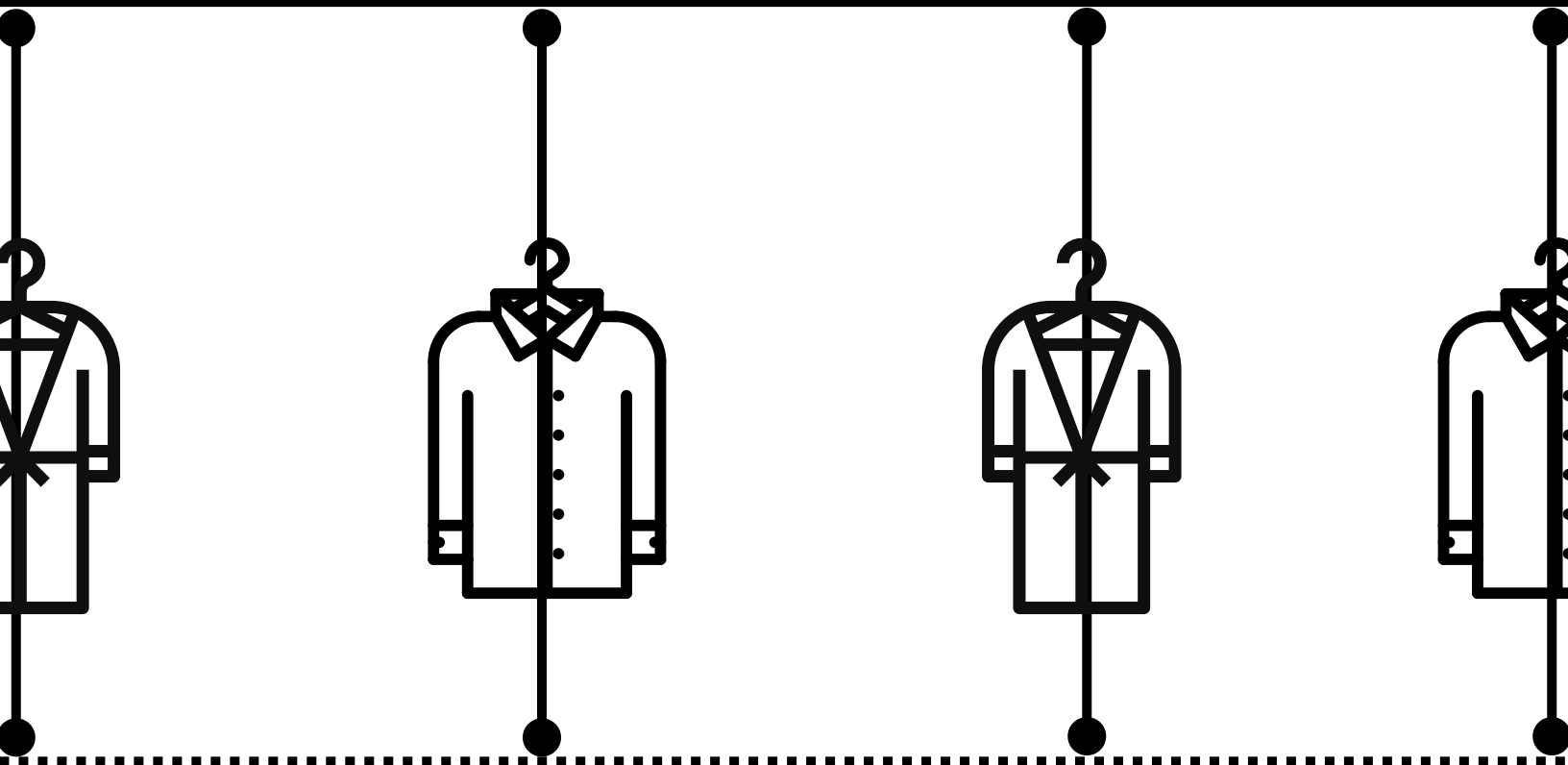
WE CANNOT WAIT TO HAVE YOU PART OF OUR MARKET!!!

ROOM LAYOUT



RACK LAYOUT (BIRD EYE)

Wall



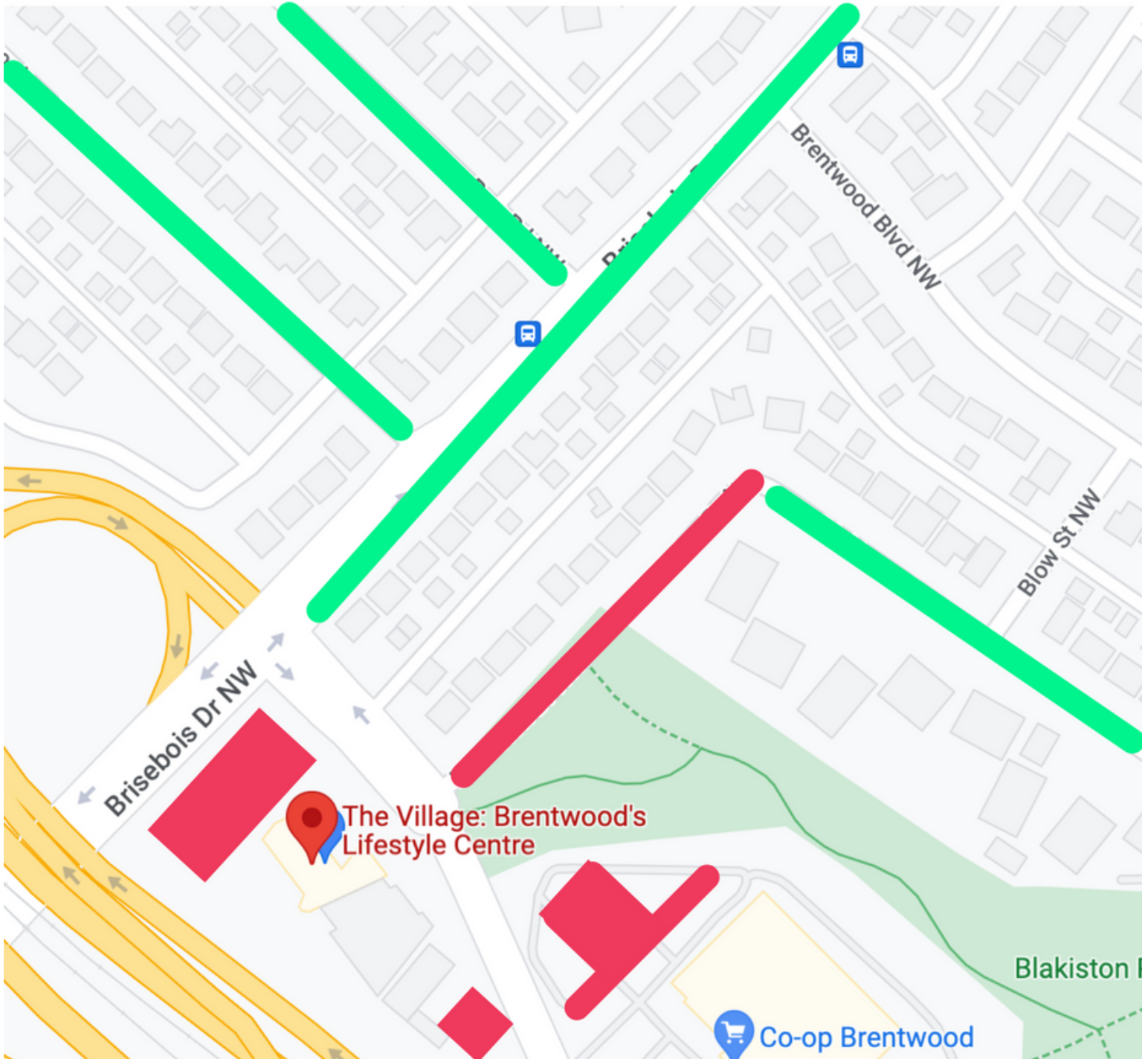
6 foot rack size limit

RACK LAYOUT (FRONT)



PARKING

You may park your car to load and unload until 9:30AM. After 9:30AM, all cars are expected to park anywhere but the red neon areas, NO EXCEPTIONS unless previously discussed!



You Can Park Here



YOU CANNOT PARK HERE



**ANY QUESTIONS? EMAIL
JORDAN.SMUSZKO@THEVILLAGECALGARY.CA**