

vendor FAQs

1. I'M IN! NOW WHAT?

First things first, pay your vendor fee! Your invoice will come directly from quickbooks to your email. If your invoice is not paid by the due date, we will release your booth space. Once your invoice is paid, **review the Girl Tribe Pop Up Spirit Guide**. This is where you will find all helpful and pertinent information. Print it off, highlight, screenshot, keep it close! As we get closer to the event, you will receive more information from us, including rentals, day-of maps, and reminders. You can also always refer to your Vendor Portal to check for any new updates!

2. I'VE PAID MY VENDOR FEE, BUT SOMETHING HAS COME UP AND I CAN NO LONGER PARTICIPATE. WHAT SHOULD I DO?

Ah, we are so sorry to hear that! Unfortunately, we cannot offer refunds for your booth space or roll your booth fee over to another Pop Up. If you absolutely cannot make it work, we will pass your booth space onto someone on the waitlist. Once you cancel with us, you do forfeit your spot and you are not permitted to sell or trade your space.

3. IF I NEED TO CANCEL, CAN I SELL OR GIVE MY BOOTH SPACE TO ANOTHER BUSINESS?

Unfortunately once you cancel you give up all rights to your booth space and Girl Tribe Co. will resell the space to someone on the waitlist. You cannot resell or trade your space.

4. WILL THERE BE WIFI OR ELECTRICITY IN MY BOOTH?

Wifi & electricity are determined per location. Please refer to your Vendor Packet located in the Vendor Portal for current wifi information.

5. WHERE SHOULD I STAY IF I'M FROM OUT OF TOWN? IS THERE A HOTEL BLOCK?

We don't book any room blocks, but please reach directly out to Emmalie for suggestions on best areas or neighborhoods to stay in.

6. WHERE CAN I PARK DURING THE EVENT?

Please refer to your Vendor Packet located in the Vendor Portal for all parking information.

7. CAN I REQUEST A SPECIFIC BOOTH SPOT OR LOCATION?

If you'd like to request a corner booth spot (guaranteed one corner, aisle facing booth) there is a \$50 fee. Otherwise, we cannot guarantee booth placement. We work hard to create a layout that flows and is a solid mix of all categories. If you want to be near another business that you may be collaborating with, just let Emmalie know ASAP and we will try our best to accommodate.

8. HOW MANY PEOPLE CAN I HAVE WORKING MY BOOTH?

Girl Tribe provides two vendor badges for your booth (one for you, and one for an additional helper). If you will have more than two people (including yourself) working your booth, you can rent additional badges for \$5/badge.

9. DO MY FRIENDS & FAMILY HAVE TO PAY TO GET IN?

We LOVE that your friends and family want to come check out your booth and see you in action! If they're not working in your booth with you they must purchase a ticket to be admitted into the event space.

10. ARE TABLES & CHAIRS PROVIDED? WHAT COMES WITH MY VENDOR FEE?

Rentals are not provided but here's what you do get with your vendor booth fee!

- Your Booth Space! Hint, get creative. Your space = your storefront for the duration of the event and your ability to talk face-to-face with eager and excited shoppers
- Pro Tips from us, Girl Tribe Co., on how to make the most of this experience
- Inclusion in Girl Tribe Pop Up marketing materials
- Two vendor badges for you and an additional employee. (Additional vendor badges can be rented if needed)
- The ability to network with an amazing community of boss babe vendors that will likely become your lifelong friends

11. WHAT SHOULD I BRING?

Tables & chairs are not provided. Please keep that in mind when planning your pack list. Obviously, pack lots of inventory (a good rule of thumb is to bring 3x the amount of inventory you'd like to sell). Also, tables, signage, display pieces, shelves, trashbags (please clean up after yourself), a cash box, a way to take card payments, shopping bags, and fully charged backup chargers. We also suggest bringing business cards, email newsletter signups, and takeaways (pen, stickers, coupons for future purchase etc.).

12. WILL MY BOOTH BE SECURE OVERNIGHT?

Yes, the building is secure and safe. However, please note that Girl Tribe is not liable for any lost or stolen items.

13. WILL FOOD & DRINKS BE PROVIDED DURING SHOW HOURS?

Girl Tribe does not provide food & drink to vendors. Please refer to your vendor packet for food & drink information for your specific event. We suggest bringing plenty of snacks and water to stay fueled and hydrated throughout the day!

14. DO I HAVE TO PAY TAXES?

Girl Tribe recommends that your business complies with local tax regulations by registering your business, collecting sales tax, and reporting and remitting sales tax. We cannot offer specific guidance about tax compliance, but if you have questions, we recommend you consult with an accountant or www.irs.gov for more details. Here are a few helpful links regarding sales tax at specialty markets.

CHARLOTTE

<https://www.ncdor.gov/taxes-forms/sales-and-use-tax/specialty-markets-or-other-events>

NASHVILLE

<https://blog.taxjar.com/register-sales-tax-permit-in-tennessee/>

ATLANTA

Out-of-State: <https://dor.georgia.gov/taxes/business-taxes/sales-use-tax/out-state-sellers>

In-State: <https://dor.georgia.gov/taxes/business-taxes/sales-use-tax>

15. HOW MUCH INVENTORY SHOULD I BRING?

A good rule of thumb is to bring 3X as much inventory as you would like to sell.

16. IS THERE STORAGE FOR BACK-STOCK?

We do not have any additional space to store back-stock on site. Everything you bring must be able to fit within the dimensions of your booth space.

17. CAN I SET UP EARLY?

Unfortunately, no. The event space is only accessible for load-in during load-in times, which can be found on the vendor portal or in your vendor packet.

18. CAN I BREAK DOWN EARLY?

Vendors are prohibited from breaking down their booth in any way before 5pm. Load-out begins promptly at 5:15pm once all shoppers have exited the space. Breaking down in any way or leaving early is prohibited per your vendor agreement and will impact your ability to participate in the future.

19. HOW DO YOU ADVERTISE FOR THE POP UP?

We do everything in our power to make sure the right customer is there for you! We promote heavily for the 6-8 weeks leading up to the event! Search the hashtag #GirlTribePopUp and you can see images and promotions from past events!

STILL HAVE QUESTIONS?

Don't hesitate to reach out!
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