



## Pop Up Shop Hosting

### Steps to a Hosting a Pop-Up Shop

1. Book your preferred date by contacting me for availability. You may contact me via email at [watercolorsbykorry@gmail.com](mailto:watercolorsbykorry@gmail.com).
2. Once your date is secured, you may start the scheduling process. I will send all necessary photos for your social media advertisement.
3. You are responsible for the booking of your customers for the event.

#### *How to book your appointments:*

- a. Pop-up shop events last from 3-4 hours only. \*During the school year they will be booked on Thursday afternoons starting at 2:30-3:00; holiday/summer hours may vary.
  - b. Appointments must be booked by you in 15 minute intervals. For example, in one hour, there would be four customers booked. No time in between appointments is necessary.
  - c. One family per appointment may be booked. (In other words, it does not matter how many children per family.)
  - d. A **MINIMUM** of ten separate books is required in order for the event to take place. If you are able to book close to this number we will discuss further options.
4. You will be responsible for collecting all payment the day of the event. In return for booking and collecting payment, you will receive a 15% commission of pop-up sales plus 50% off for any employee that would like to have a 'Precious Prints.'

5. At the end of the event, I will require payment from your business (checks preferred). You are responsible for paying sales tax for all sales from the event.
6. Turn around time is anywhere from three to four weeks, unless your pop-up falls near a holiday time. If this is the case, your pieces will be delivered in time for that holiday. For example, if the shop is for Mother's Day, the pieces will be delivered **IN TIME** for Mother's Day.
7. You will be responsible for getting the pieces delivered to your customers. I will either ship them all to you or deliver them to you in order for you to get this done.

Thank you so much for your interest! Thank you for booking your Pop-Up Shop!  
Can't wait to meet all of your tiny customers!

*XOXO, Kerry*