

Insomnia Coffee Company's

Saturday Pop-Up!

Our goal is to support local makers by providing an outdoor space for them to sell their goods. Inquiring vendors must contact the Art Coordinator (art@insomniacoffee.co) with examples/pictures of the products they wish to sell.

The Pop-Up will take place outside the Baseline and Tanasbourne locations and is currently limited to one vendor per location. Each vendor is completely responsible for setup and teardown and can set up no earlier than 6am and stay no later than 6pm. There will be a vendor fee of \$30 which will be sent to your email as an invoice. Please pay upon receiving.

Please provide the following information for consideration to participate in our Saturday Pop-Up:

1. Pop-Up month/location you wish to participate in _____
2. Your name _____
3. Your business name (if applicable) _____
4. Type of goods you wish to sell (please include photos or website links) ____
5. Email _____
6. Phone number _____
7. Social Media handles _____
8. Any other vendors you would like to see participate?! _____

If selected to participate in the Pop-Up, the vendor is expected to comply with the following:

- This is an outdoor pop-up! But vendors are encouraged to purchase drinks and food from the Insomnia Cafe and are free to use the restrooms.
- Each vendor is responsible for their own setup and teardown and all display items. A pop-up canopy tent is recommended as weather is unpredictable. Please use weights and make sure the tent meets fire code regulations.
- The vendor will not have access to power, so please bring fully charged equipment or back up batteries for any electronic devices or battery powered display items.
- Vendor set up time is anytime after Insomnia opens (6am) and teardown must be completed by Insomnia's closing (6pm). Setup and teardown all takes place the day of the pop-up. The vendor can setup and teardown anytime between Insomnia hours (6am-6pm). The \$30 Vendor Fee will be charged regardless of the duration of the pop-up.

- Each vendor is responsible for processing their own payments from customers. Please bring a change box with cash, a contactless card reader (like Square) and/or use PayPal or Venmo. Remember there will be no access to electricity!
- During colder months prepare to stay warm, bring blankets, hand warmers, dress in layers, etc... During hotter months think about shade, stay hydrated and wear cooler clothing!

Things to Bring

- Goods to sell, clearly priced
- Pop-up Canopy Tent and weights
- A chair to sit in
- Display set up (table, table cloths, trays, shelves, decor, lifts, rugs, etc...)
- Fully Charged POS System (ex: cash box, Square reader/iPad, Venmo account, PayPal account)
- Business cards or other marketing materials (optional)
- Packaging, tissue paper, bubble wrap, gift bags (optional)
- Bottle of Hand Sanitizer for customers to use while shopping
- Snacks & water for yourself
- Think through the day's weather and dress/prepare appropriately
- Bring a project to work on while sitting - customers love to see the Makers working on their craft! (optional)



By signing below, you agree to comply with the terms listed above.

Vendor signature _____ Date _____