

# Register for a Pop-Up Retail Space

Name

---

Business Name

---

Business Description

---

Email

---

Phone

---

Website & Social Media

---

Requested date(s): THURS SAT Month \_\_\_\_\_ Times (11-7) \_\_\_\_\_

California Street Labs may provide. Circle to show your interest.

Small indoor space with shelving. Or outdoor space.

A table. Tablecloth. Two chairs or stools. Wifi access.

A locker. Secure storage space for load-in/out.

Chalkboards. Printing of some signage to match our branding.

Promotion through our social media and marketing campaigns.

Contribute your ideas and collaborate to build-out California Street Labs

Let us know if you have needs or ideas for additions that would be helpful to you and could also be helpful for other vendors. Small grants are available to build our pop-up retail space, for indoors and outdoors.

Thank you!

*Note: you may send this information to [info@shastalivingstreets.org](mailto:info@shastalivingstreets.org)*

# Pop-Up Retail at California Street Labs

## Terms & Conditions

Pop-up shops are a great way to build downtown vitality and small local businesses in our community. We are excited to see all the local interest and goods to sell in our region and want to collaborate to help grow your business, as well as provide an inviting space for people of all ages to gather and connect in Downtown Redding. This opportunity is made possible by the Pop-Up provisions in the Downtown Specific Plan.

### How to apply

Shasta Living Streets, in collaboration with California Street Labs Theme Coordinators, will review your application, make a selection, and schedule dates based on the portfolio you have provided and available space. Please include 1-3 photos of your work. We want to accommodate local vendors, have limited space, and also want to host a variety of pop-ups. We will curate offerings.

### Vendor Fees

Fees are established to provide space and amenities, utilities and other overhead, and to ensure high utilization of warehouse bays during activation.

\$25 for one day \$50 for three days Cash, check, or charge accepted.

\$25 is due within two days of vendor acceptance and space reservation.

Vendors will be charged for a full day even if the entire day is not used. Scholarships available for schools and others in need.

### Schedule

Thursday: 11AM – 7PM Saturday: 11AM – 7pm *Partial day possible by prior arrangement.*

To start, Vendors will be registered for one to three consecutive days.

### Set Up

Set-up must be complete by 10:30 AM. Set-up times can be arranged on a case by case basis, typically set-up takes place days before, or one hour before opening.

### Set Down

Take down must not start before 7PM (*with exceptions made by prior arrangement*). Items must be safely secured before you leave in lockers/storage space or taken with you. Space needs to be swept and cleaned, we provide cleaning equipment.

### What to bring

We suggest all vendors bring clothing racks if necessary, and decorations.

### Sales

Vendors are responsible for their own personal POS system and keep 100% of their sales. Vendors are responsible for collecting and submitting sales tax.

### To Cancel a Reservation

To obtain a full refund, vendors must cancel their application no later than two weeks before the pop-up date. This is to give us time to arrange for other vendors to fill the space.

*I agree to the above pop-up terms and conditions.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\$25 fee paid on (date) \_\_\_\_\_ Check # \_\_\_\_\_

Shasta Living Streets signature \_\_\_\_\_