



Alamo Craft Company

Handmade Gifts, Antiques &
Collectibles

6151 NW Loop 410, Suite 302

San Antonio, TX 78238

(210) 509-6007

alamocraftcompany.com

VENDOR INFORMATION

FROM ALAMO CRAFT COMPANY

small business marketplace



How It Works

YOU SET UP, STOCK, AND WE DO THE REST

Alamo Craft Company is a community of shops where vendors offer unique items to consumers.

- We run the business side:
 - Register
 - Staffing
 - Storefront Bills
 - Advertise & Host Special Events
 - Collect Sales Taxes on Purchases Made Through the Store
 - Monthly Check to the Vendor for Sales
 - Pay Sales Taxes Quarterly, so you don't have to
- Vendor Portal access
 - Input inventory
 - Print off barcodes
 - Real-time sales and inventory status.

We offer small businesses an opportunity to start in the right direction with fewer risks and less stress from business ownership. We offer a “Fun~To~Shop” atmosphere for all who come through our doors.

APPLY TO BECOME A VENDOR

Visiting our store is always recommended to become a vendor in our store. Take a store tour with one of our friendly staff members who can provide information on open booths, discuss pricing options, and answer any questions. You can also request information by visiting our website at alamocraftcompany.com, navigating to our page on “**Become a Vendor,**” and completing the form. A staff member will get back to you within the next business day via email to provide an application and answer questions you may have. We only discuss pricing in person due to various booth sizes and options.

Booth Space Lease Agreement

ALAMO CRAFT COMPANY
6151 NW LOOP 410, STE 302
SAN ANTONIO, TX 78238
PHONE: (210) 509-6007
EMAIL: ACC.VENDOR@OUTLOOK.COM

SIGNING CONTRACT

We offer either a 6-month or 12-month contractual agreement. This locks in the space pricing for the term. A new contract is required at the end of each term, ensuring the space pricing for that time frame.

RENT & FEES

A one-time admin fee, the first month’s rent, vendor portal fees, and other applicable fees are due at the initial contract signing. **Alamo Craft Company DOES NOT deduct monthly booth rental and applicable fees from sales.** Monthly booth rental and other applicable fees are due on the 1st of each month; if paid after the 4th, a late fee will be added to the vendor account. Alamo Craft Company does offer an auto-draft option if desired.

MOVE-IN & DECORATING

Vendors may take possession on the first day of the term or, upon approval, earlier if the booth is ready for occupancy. After approval by Store Management, the designated booth space may be occupied by the Vendor and used for the display and sale of quality crafts, collectibles, antiques, gifts, and more. Decorating the space and



the layout of your booth is up to you. However, we are here to help and answer your questions if you need assistance. This is where your creativity should begin to flow.

PAINT AND DISPLAYS

Appearance is vital for maximizing sales. We encourage creativity in your space. However, any alterations to your space must be approved by management. Failure to do so will result in additional correction costs. The pegboard may be painted by Alamo Craft Company staff only for a \$25.00 fee. Trim on walls or booth dividers may not be painted. Alamo Craft Company does not supply peg hooks or brackets but can be found at any hardware store and Amazon. Please utilize the 1/8 peg size in our peg board system.

- Wallpaper may be used to decorate your booth; ***however, paper must be easily removable.***
- Pre-approved displays attached to booths will become the property of Alamo Craft Company.
- Corrugated cardboard boxes must be removed and disposed of outside the facility. Please do not utilize corrugated cardboard for displays.
- Items should not be placed on booth dividers.

We suggest rotating or resetting booths frequently, at least twice a month, to optimize sales.

SIGNAGE

Utilizing your space to display business signs and cards is encouraged. It is your business; brand yourself and be proud of your accomplishments.

FLOORING & RUGS

All spaces and aisles must be clear of debris. Floorings and rugs need to be kept within your booth space. We pride ourselves on being ADA-compliant. Alamo Craft Company reserves the right to move items into or around booths to ensure our customers' safety. Floating flooring can be used within the booth's specified area. If utilizing area rugs in space, please use the necessary padding to prevent the rug from causing hazards. The use of adhesive tiles, carpet, or other flooring is prohibited, and additional fees will be charged to the vendor account.

POWER & LIGHTING

There are several spaces surrounding the store's walls that offer limited electricity. Please do not use power strips and extension cords together, in other words, daisy chaining. One power strip may be used on each plug. If you are not sure about the setup, please ask. This is for the store's safety and according to the fire code. Vendors must

utilize timed devices for both plugs and battery-operated lighting. The store staff will not be responsible for turning the lighting on and off in booths.

VENUE RENTAL & CLASSES



Upon availability, hosts may rent our classroom or café areas for an event or class. Use of these areas is permitted during regular business hours. Fees associated with rentals will be \$25.00 for vendors or \$50.00 for non-vendors. The times available are from 10 am through 12:30 pm and 1:30 pm through 4:00 pm. Venue Rental and Liability Waiver forms are available at the front desk. Alamo Craft Company and Landlord are not liable for injuries or loss during events.

OUTDOOR CRAFT SHOWS & MARKETS

Alamo Craft Company will host outdoor Craft Shows and Markets in spring and fall. Craft Shows and Markets are held on the second Saturday of March, April, May, October, November, and December. Rental fees per 18x36 spot will be \$25.00 for vendors or \$50.00 for non-vendors. Rental and Liability Waiver forms are available at the front desk or alamocraftcompany.com. Alamo Craft Company and the Landlord are not liable for injuries or losses during these events.



WHAT TO SELL & WHAT NOT TO SELL

ITEMS TO SELL

Alamo Craft Company reserves the right to turn down items. Exceptions can be made, but they are at the discretion of Store Management. We pride ourselves on offering a variety of quality items to our customers, including handmade, vintage, collectible, and antique items.

- Gifts
- Fashion
- Candles
- Children's Items
- Toys
- Outdoor Items
- Soaps
- Seasonal Items
- Home Decor
- Furniture
- Jewelry
- Games
- Artwork
- Signs
- Health & Wellness
- Craft Supplies

Please ensure that all items are clean, stain-free, and free of pests and odors.

ITEMS NOT TO SELL

Alamo Craft Company reserves the right to turn down items. Exceptions can be made, but they are at the discretion of Store Management. The following items are not allowed:

- Alcohol
- Used Shoes
- Used Clothing
- Mattresses
- Sofas
- Weapons
- Vulgar or Adult Items

Please ensure that all items are clean, stain-free, and free of pests and odors.

RESTRICTED, LICENSE/PERMIT REQUIRED ITEMS

Alamo Craft Company requires the following items to have the appropriate licensing or permits.

- Food – Alamo Craft Company will not accept using the “Cottage Law” Permit for food items. We are a third party selling these items. Cottage Law Permits are for vendors selling directly to consumers. These permits are for Craft Shows and

Markets. All food items must be pre-approved by management. Non-prepackaged food items must be made from a commercially licensed location with the appropriate labeling. Licenses/Permits must be kept on file, and there is an annual \$20.00 fee for selling these items in the store. This Fee will be charged to the vendor account annually on January 1st. Please note that if your contract started mid-year, this fee will still be charged to the vendor on January 1st. For more information on food licensing, please get in touch with the City Health Department at (210)207-0135.

- Live Plants – Per the Texas Department of Agriculture, all businesses that sell nursery/floral items must have required permits/licensing. Licenses/Permits must be kept on file, and there is an annual \$20.00 fee for selling these items in the store. This Fee will be charged to the vendor account annually on January 1st. Please note that if your contract started mid-year, this fee will still be charged to the vendor on January 1st. For more information on Nursery-Floral Certification, please visit www.TexasAgriculture.gov.

MARKETING & SOCIAL MEDIA

YOU PLAY A ROLE IN ADVERTISING

Alamo Craft Company is enthusiastic about your business's success. We advertise the store, events, class offerings, and vendor wares on various platforms.

FACEBOOK

INSTAGRAM

GOOGLE

YELP

ALAMO CRAFT COMPANY WEBSITE

EMAIL ADVERTISING

PRINT ADVERTISING

AND MORE!

We continue to advertise and promote using all types of media. Passionate vendors spread the word to family and friends, and we can reach many more people who have not visited the store. The more you share posts and tag Alamo Craft Company on your social media, the more people we can reach about the store.

Use your own Facebook to promote your business, too!

The Facebook logo, consisting of the word "facebook" in a blue, lowercase, sans-serif font, is displayed on a light gray rectangular background that is tilted slightly to the right.The Yelp logo, featuring the word "yelp" in a bold, black, lowercase, sans-serif font, followed by a red six-petaled flower icon, is displayed on a light gray rectangular background that is tilted slightly to the right.The Google logo, with the word "Google" in its characteristic multi-colored font (blue, red, yellow, blue, green, red), is displayed on a white background.

INVENTORY MANAGEMENT, TAGS, & SALES

INVENTORY MANAGEMENT

Alamo Craft Company offers vendors access to an inventory management system through our point-of-sale system. This user-friendly site allows vendors to enter inventory into the database associated with a numeric ID assigned to them when signing a contract with Alamo Craft Company. Sales reporting is also provided through this system. This allows vendors to see their sales in real time and can even be used on the phone to access them from anywhere.

TAGS

Barcode labels can be printed from home on a **laser printer using the 5160 Avery Labels**. The system will format these for you in the Avery 5160 format. If vendors cannot print labels on a laser printer from home, Alamo Craft Company does offer this service for a monthly fee. If vendors wish to decrease the price of specific items, please mark these on the label with the discounted rate and the required labeling. If the vendor wants to offer a sale in the whole booth, we can assign this to the vendor ID in the system. Please complete the form for the sale, and our staff will add this to our system and post a sign in the space.

SALES

All merchandise is required to have barcode labels. This ensures that purchases are added to the vendor account as sales. All sales are totaled on the last business day of the month, and a monthly sales summary and checks are printed. A 10% store commission from total sales will be deducted. This assists the store in paying credit card fees, supplies, and staffing. The checks will be available to the vendors on the first business day of the following month, permitting rent and applicable monthly fees for the space to be paid before or on the day of pickup.

Alamo Craft Company collects all sales taxes from purchases through the store. Each quarter, we pay these fees to the state of Texas. In many cases, creating a separate entity for your business is not necessary. Those with an entity required to file sales tax reporting should report \$0 in sales for the portion of goods sold at Alamo Craft Company.

SECURITY

Alamo Craft Company utilizes real and dummy cameras placed throughout the store. Our staff walks the store regularly, assisting customers and deterring theft.

Of course, we can do our best to prevent shoplifting, but it still occurs occasionally. Alamo Craft Company and Landlord are not responsible for any loss due to theft or any other reason and do not insure inventory or personal property for potential losses.

WHAT IF?

- If a customer requests a special order, Alamo Craft Company staff will complete a form providing the vendor with as much detail as possible regarding the order, including the customer's name and phone number. The vendor is responsible for contacting the customer regarding questions/concerns. Once the request is completed, the vendor will process the sale through the store.
- If you notice a missing item. Notify Alamo Craft Company staff so that we can search the store for the missing item. Alamo Craft Company is not responsible for missing items.
- If the balance of booth space rentals and applicable fees are not paid for two months, Alamo Craft Company will consider this an abandonment of your space, inventory, furniture, and fixtures. These items will immediately become the default ownership of Alamo Craft Company.

MOVING OUT

At the end of the current agreement, a vendor can end the lease with a 30-day written notice to Alamo Craft Company. This notice must be received before the end of the month before the lease is to end. For example, if the lease ends December 31st, notice should be given before November 30th. If the vendor has not retrieved items from the area at the expected end of the notice, Alamo Craft Company will remove the items for the respective new vendor to move in. After seven days, if the vendor does not pick these items up, Alamo Craft Company will consider this abandonment, and these will become defaulted ownership of Alamo Craft Company.

If a 30-day notice is not received, Alamo Craft Company will add the remainder of the lease and divide that amount by two—or two months' rent, whichever is greater—to the vendor account.

WE WANT TO WELCOME YOU

Thank you for considering Alamo Craft Company as the location of your growing business. As the owners, Diane and Nathan Maples, we welcome you to our growing vendor family!



If you have any questions, please know that our friendly staff is here to help with most of your needs.

