

# OLINDA Collective

*“Creativity is intelligence having fun”*

*Albert Einstein*

The Olinda Collective is a small boutique operating as a permanent market in the heart Olinda. We showcase a range of quality products by local designers including handmade jewellery, homewares and vintage and upcycled clothing. We are passionate about sourcing and developing local products and supporting artistic enterprises within the community. We are very excited to have talented makers and creators join the Olinda Collective.

# COST

Large: \$60 per week +GST - and one day working in the shop per week.

Small: \$60 per week +GST

Box/Shelf: \$25 per week +GST

Rent is required one month in advance. One months notice is required if you would like to vacate with a 3 month initial minimum period.

We do not take commission on your sales and the money made from your stall will be paid directly to your selected bank account on a weekly basis. The stall space rent may increase over time with the increase of the shop lease or CPI (Consumer Price Index), in which 2 months notice will be given for such changes.

# DIMENSIONS

Large spaces are 2 metres wide x 1.2 metres deep x 2.7 metres high.

These will have wall partitions and enough space to create a 'story' or theme for your shop.

Small spaces are 1 metre wide x 50 centimetres deep x 2.7 metres high and are ideal for a rack of clothing, a cabinet, or shelving large enough to showcase your work.

Box/Shelving spaces are approximately 2 shelves at 40 cm wide (depending on the space).

We encourage you to work your space as your own shop. This includes styling, branding and stocking. We don't touch your space aside from general cleaning or tidying.

# HOW IT WORKS

You will receive a stall number which you will need to write on each of your tags along with the price of the item and/or your business name. Please label these tags with information needed, including codes if necessary. Tickets from items you have sold can be picked up weekly so you can keep track of your items.

We document sold items daily then calculate your total number of sold items each week and transfer the total monetary amount to your nominated account on a weekly basis. If your rent is late we may withhold money from your sales until your rent is paid.

You are a stall licence holder using a stall as you would in a market, so whether you have an ABN and/or insurance is up to your discretion.

We maintain public liability and window glass insurance covering the shop, however individual stalls, contents and theft are not covered.

Communal areas are cleaned and mopped daily and whilst staff members will assist with neatening stalls and returning products to their correct position on a daily basis, you are expected to clean and refresh your stall regularly to maintain a fresh and inviting store atmosphere.

We are happy to talk through and assist with any display and design issues. Please speak with us if you are unsure or would like marketing support or guidance.

Our opening hours are Monday to Sunday 10am – 5pm. We supply an eftpos machine and cash register and all training in their uses. We also have a change room and toilet facilities in store.

We strive to maintain a high aesthetic store image through use of quality or wooden coat hangers and clean, well curated displays that communicate your brand identity. We understand that vintage wares can require a more vibrant display module, so please don't feel refined to white and new!

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Please discuss with us your plans before putting nails or permanent fixtures into the walls of the shop. Walls and dividers are required to be left painted white, however we encourage you to display items on these surfaces.

It is preferable to restock during weekdays. Weekends have a high customer and tourist flow so we would prefer these days are kept free from moving stock. We understand this may be difficult for some, so we are happy to discuss.

## COMMUNICATION

A communications book is maintained in store for the everyday running of the Olinda Collective. This details general daily tasks, routines and protocols with space for questions, requests or ideas and contact and emergency details.

You are always welcome to contact us, no matter how small the question may be. We encourage healthy communication and seek to be open with any concerns that may arise.

It is imperative that we are respectful of each stall licence holders space and neglecting your stall reflects badly on the entire store.

If you have holidays booked, please give us four weeks notice to allow enough time to change the roster.

Once you have been allocated a stall you will be added to an email group and/or private facebook page for general communication and/or upcoming events being held at the Olinda Collective.

We like to meet every couple of months or so to chat, brainstorm ideas, raise any general concerns and for those who will be working in store, offer advice and training in retail if required. We encourage thoughts and ideas!

## LIKE AND SHARE US

[facebook.com/olindacollective](https://facebook.com/olindacollective) [instagram.com/olindacollective](https://instagram.com/olindacollective)

## WHERE TO FROM HERE?

To register your interest in a stall, please fill out the online application at [olindacollective.com/apply](https://olindacollective.com/apply)

## MONTHLY STALL PAYMENT DETAILS

Once we have confirmed your space within the Olinda Collective and provided you with a stall number, please pay your first months rent into the bank account with your stall number as a reference.

The payments for the stall need to be made before the 10th of each month and are valid for the 10th until the 10th of the following month.

Large:  $\$60 \times 52 \text{ (weeks)} / 12 \text{ (months)} = \$260 + \text{GST} = \$286$  per month

Small =  $\$60 \times 52 \text{ (weeks)} / 12 \text{ (months)} = \$260 + \text{GST} = \$286$  per month

Box =  $\$25 \times 52 \text{ (weeks)} / 12 \text{ (months)} = \$108 + \text{GST} = \$118.80$  per month

Bank: Bendigo Bank

Account Name: Olinda Collective BSB: 633 000

Account Number: 159004456

## THANK YOU

Thanks for your interest in the Olinda Collective, we look forward to making this a successful and inspirational space for makers and creators alike.

Suzanne

Email: [contact@olindacollective.com](mailto:contact@olindacollective.com) Website: [www.olindacollective.com](http://www.olindacollective.com)