



EVELYN'S PLACE CHRISTMAS 2025 POPUP AGREEMENT

Congratulations on being selected to join our 2025 Evelyn's Place Christmas Popup at Lilydale Marketplace - I'm excited to have you as part of our festive community!

Please read through this agreement so we're all on the same page and ready for a smooth, successful popup event.

1. Inventory & Stock Management

- Please enter all products you'll be selling at the popup into the online Stallholder Portal before setting up your stall.
- Keep your stock up to date in the Portal – add or remove products and update quantities as needed.
- Make sure you have enough stock for both Evelyn's Place and the popup and arrange extra deliveries if you sell out faster than expected.
- Label all products with a barcode, name, price, and SKU (you'll get your SKU once your products are approved in the portal). Barcodes are available upon request if you are unable to print your own.

2. Setting Up & Packing Down

- To set up, please come between 5:30–6:30pm on Tuesday 9th December or between 8am–8.30am on Wednesday 10th December.
- If you can't make it, you may drop off or post your labeled products and display items at Evelyn's Place by Friday 5th December. Please include a photo of how you'd like your shelves displayed.
- If you can't pack down your stall on 24th December, your items will be boxed up and ready for collection from Evelyn's Place between 12th–26th January 2026. (No early pickups – we're closed over Christmas/New Year.) Items left after 26th January may incur a storage fee.
- If you are not able to set up or pack down, a \$25 fee for each will apply for me to do this for you.

3. Securing Your Stall

- To lock in your spot, please pay for your stall by COB Friday 31st October 2025.

4. Stall Size

- Each shelf is 83cm wide x 50cm deep x 53cm high – a bit lower than the shelves in store (unless you are on a top shelf which is more flexible on height)

5. Display & Merchandising

- Bring your own display props (risers, stands, signs, business cards, hooks, pins, etc.). *Note that you cannot place hooks or display items outside of your stall space*
- Please label your display items if you aren't packing up yourself.

6. Sales & Payments

- Sales from the popup will be paid together with your store sales for December 2025.
- Payments will be made within 5 business days after December ends.

7. Sales Reports

- You can view all your sales (store, online, popup) in the Stallholder Portal. No separate reports will be sent.

8. Stock Liability & Insurance

- Evelyn's Place isn't responsible for any products that are lost or damaged at the popup.
- Stallholders are encouraged to have their own product and liability insurance.
- If a product is returned due to a fault, you'll need to handle replacement or refund directly with the customer (even if you've left Evelyn's Place), following Australian Consumer Law.

9. Evelyn's Place Philosophy

- We celebrate products that are "Made with Love" or "Make a Difference."
- We may remove any items that don't fit this philosophy or aren't suitable for the popup.
- We love sustainability! Please avoid single-use or soft plastic packaging where possible.

10. Trading Days & Hours

The popup runs from 10th–24th December and follows Lilydale Marketplace's general trading hours:

- Mon–Wed: 9am–5pm
- Thu–Fri: 9am–9pm
- Sat–Sun: 9am–5pm

Stallholders can restock and tidy up during these hours. (I'll let you know if Christmas hours change.)

11. Registration Details

Business Name _____

Contact Name _____

Phone _____

Email _____

By signing below, you're advising you have read and agree to the information above.

Signed: _____ Date: _____