



# HOW IT WORKS

AT PAINTED TREE BOUTIQUES

*empowering dreamers across the nation*



## OVERVIEW

# **YOU DESIGN AND STOCK YOUR SPACE... WE DO THE REST.**

Painted Tree is a creative community of shops where hundreds of vendors, all under one roof, sell unique and quality items to thousands of shoppers in high-end markets across the country.

- We run the cash register so you can sell items without being present.
- We provide a customized ID on barcode labels which credits your account for every item sold.
- We collect and pay your sales tax so you don't have to.
- We pay all the store bills like water, electric, property taxes, insurance, etc.
- We hire and train the cashiers and staff.
- We promote and advertise the store with our full-time marketing team.
- We create special events to drive traffic to the store.
- We write you a check once a month for all of your sales.

We are honored to provide an opportunity for shop owners to follow their dreams with less risk and less stress – in an unbeatable atmosphere!







# MOVE-IN & DECORATING

Making your space your own makes a huge difference! We've seen historically that shops with additional structure and lighting have additional success! We encourage you to get creative with your shop's design!

## PAINT AND STRUCTURES

We provide the space and walls, you make it your own. If you would like to make alterations to your space, build a structure, or paint walls in your space, please obtain approval of the plans and color by Painted Tree staff. Failure to obtain permission for paint colors and/or construction deemed unfit may result in an additional cost for correction. Walls may be painted but trim or bookshelves (if applicable) may not.

Our walls are 8' tall with 1"x6" trim extending 3-4" above the wall. The walls separating spaces on the right or left often stop up to 2' short of the aisle. This keeps the aisles wide and open enough for two-way traffic!

## SIGNAGE

We encourage the use of signage in your space as well as displaying your shop's business cards.

## SHELVING AND RACKS

Our shelving and racks should reflect the creativity and originality of our store community. We encourage creativity in how you display your items and ask that you steer clear of pegboard, slat-board, metallic grid, tables with folding legs, or cardboard/plastic boxes to display items.

## FLOORS

All spaces must be clear of debris so that customers can walk freely without hazard. Rugs must have a mat underneath to ensure the rug does not move or slip. Painted Tree reserves the right to take up rugs and move items that may cause danger to others. Should you choose to lay a floor it should be a "floating floor," use of sticky tiles, glue, or paste is not allowed and will result in a forfeit of the deposit and other fees.



## POWER & LIGHTING

Accent lighting may be the most impactful design element in a space! Chandeliers, track lights, spotlights, and lamps are crucial to attracting shoppers into your space. You should have access to at least one electrical plug in your space (approx. 1 foot off the ground) and one shared outlet above the wall, behind the trim, that you may use for accent lighting. Our friends at the Fire Department require that only one three-prong power strip/surge protector be plugged into each outlet. All other plugs should plug directly into the power strip. No other extension cords or power strips may be plugged into the initial strip (No daisy-chaining).





## WHAT TO SELL

Painted Tree offers an unmatched variety of unique items ranging from vintage to farmhouse and even handcrafted. Successful vendors often offer a mixture of types, sizes, and costs of items including:

- Gifts
- Home Decor
- Fashion
- Furniture
- Candles
- Jewelry
- Children's Items
- New Games
- Toys
- Original Artworks
- Patio & Garden
- Outdoor Items
- Signs
- Soaps
- Seasonal Items

## WHAT NOT TO SELL

Painted Tree reserves the right to turn down items. Exceptions can be made for handcrafted or truly vintage items. **The following items are NOT allowed:**

- Used Shoes
- Used Purses and Bags
- Used Clothing
- Used Toys or Games
- Mattresses
- Sleeper Sofas
- Electronic Devices
- Magazines
- Weapons
- CDs, DVDs, Tapes, etc.
- Vulgar or Adult Items





**SCAN HERE  
TO CONNECT!**



## MARKETING & SOCIAL MEDIA

### **WE ALL PLAY A PART.**


Painted Tree is passionate about the success of your business! We utilize a variety of marketing mediums based on what has proven to work over the years, what we've researched works well in the area, and what works well seasonally! We have a full-time marketing team that runs ads 24/7, 365 days per year. We use retail seasons strategically to plan events and different forms of marketing like:

- Social media marketing
- Search engine optimization and Google ads
- Email advertising
- Print advertising
- Press releases and PR
- Television commercials
- And more!

While our marketing team is superb, we believe the best advertising is you! With hundreds of passionate vendors in each of our locations, spreading the word to their friends and family, we can collectively reach thousands of people with the most effective strategy -- a recommendation from someone you trust. The more you can do to spread the word in public and on social media, the better you will do and the better everyone will do. We recommend starting social media pages for your shop at Painted Tree and treating it as you would if you run your own business in your own brick-and-mortar. Post great content and post often. Offer deals and sales. We spend thousands on marketing, but a little towards your social media can go a long way.





 **Painted Tree Marketplace - Naperville**  
September 8 · 🌐

The family secret to financial freedom. 💡

Coming in mid-November to Naperville! Follow your passion, and thrive at Painted Tree Marketplace!

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133,760 People Reached      14,381 Engagements      [Boost Again](#)

**Performance**  
\$1,450.00 spent over 30 days.

Link Clicks ⓘ	Reach ⓘ	74,760
<b>4,165</b>	Cost Per Link Click ⓘ	\$0.35

#### Activity

Post Engagement	67553
3-Second Video Plays	62397
Link Clicks	4165
Post Reactions	523





# SECURITY

## MERCHANDISE TAGS

Painted Tree is serious about merchandise security. Each location has a security gate at the front door. Unlimited security tags are offered, at no additional cost, to be placed on your items. An alarm will be set off if the tag has not been disarmed or removed by the cashier.

## CAMERAS

Like most major retailers, Painted Tree utilizes cameras, both real and dummy, placed throughout each store. Additionally, the Painted Tree team walks the aisles hourly as an effective way to deter theft. For heightened security, we encourage you to install your own camera in your space. Many of these cameras can be purchased for less than \$50 and record many hours of footage and further deter shoplifting.

Of course, while we do our best to deter shoplifting, like other major retailers, it still occurs from time to time. Painted Tree is not responsible for any loss that occurs due to theft or any other reason and does not insure inventory or personal property for potential losses.



# INVENTORY MANAGEMENT

Painted Tree uses a Point of Sale software that tracks and posts each sale in real time to the cloud. You will be given a vendor ID that links to your online account where you can see sold items, view your account balance, add new inventory, and manage existing inventory all from your computer or smartphone. When adding a new item, you can input the price, quantity, and description. Each of your items will have your own unique ID on the barcode labels that we print for you. When purchased, the item will automatically be sold under your account where you can see your sales all day, everyday. Simply notify our team when you want to offer a sale and we will post a sign in your space sharing the details.



## MULTIPLE LOCATIONS

After finding success in one store, many vendors choose to expand to multiple locations. Each location is strategically chosen with a list of criteria in mind including the area's population density, average household income, traffic count, store visibility, and neighboring store and restaurant mixture to ensure the highest quality location and customer base in each city. If you are successful at one location, odds are you'll find success at the others as well!

## DROPSHIPPING PROGRAM

For vendors purchasing merchandise from wholesalers, our dropshipping program makes expanding simple. For a small fee, you can ship product from the wholesaler directly to any or all of our locations and let our staff tag and merchandise your items for you. Vendors work with Painted Tree team members who cater to individual products and requests! You set up your space once initially, and reorder items as needed. We'll do the rest.

## VIP VENDORS

When a vendor has a shop in three or more locations, or is spending \$2000 or more in rent, they are considered a "VIP Vendor." VIP Vendor perks include 10% off rent, direct access to a VIP customer service rep and invitations to special events like free dinners and sporting events. For those in eight or more stores the discount increases to 15% off.







## GETTING PAID

### RENT, FEES, & CHECKS

Rent is due on the 1st of each month. Painted Tree will take out the rent payment and applicable fees from the previous month's sales. If there is a balance, we will send an invoice and the credit or debit account you provide will be charged for the balance automatically. In the event the credit or debit card is declined, the balance should be paid promptly though a five-day grace period is provided. Once defaulted, your account will be turned over to a collection agency for them to handle from that point on. This may impact your credit score. A 10% commission on total sales will be deducted from each payout which is primarily used to cover the costs of the sale like credit card fees, bags, wrapping paper, and staffing. Payout will be issued on the 1st of the month. The amount will be your total sales, minus 10% commission, and the next month's rent. Checks can be picked up at the front desk. Should the payout happen during a weekend, checks will be available the following Monday.

## SALES TAX

Painted Tree will collect and pay all sales tax on your behalf. While in many cases, creating a separate entity for your business is not necessary, for those who do have an entity and are required to file monthly sales tax reporting, please report \$0 in sales for the portion of goods sold at Painted Tree.



## WHAT IF?

- If a shopper asks to contact you directly about a product, Painted Tree staff will contact you to give you their contact information. Painted Tree will not give out your contact information unless you have made it public in your space.
- If you notice a missing item, please notify our staff and we will search for the item. Painted Tree is not responsible for missing items.
- If the leased space is damaged or destroyed by fire or other hazard not caused by the vendor, this lease will become null and void, and unearned rent paid in advance by vendor will be refunded by Painted Tree.
- If there is a loss or injury in your space, vendor agrees that Painted Tree is not responsible. Painted Tree does not insure vendor's inventory or personal property for any potential losses. Vendor may obtain insurance if desired. Vendor assumes the liability for potential injury or damages to persons or their property arising during the term of this lease, including theft, occurring in or about your space.
- If you owe more than \$250 in rent and do not pay the balance within 30 days, your actions will be considered abandonment of your space, inventory, furniture, and fixtures and Painted Tree will immediately become the default owner of your space and all its contents.
- If your sales for a period of time are not large enough to cover the rent for that period, or should Painted Tree feel it is necessary for the overall good of the store, Painted Tree reserves the right to discontinue the agreement at any time.
- If a customer returns an unused and non-damaged item within two days of the original purchase, Painted Tree will re-tag and restock the item. In rare cases, Painted Tree may make exceptions beyond the two day return policy if circumstances warrant.

## MOVING OUT

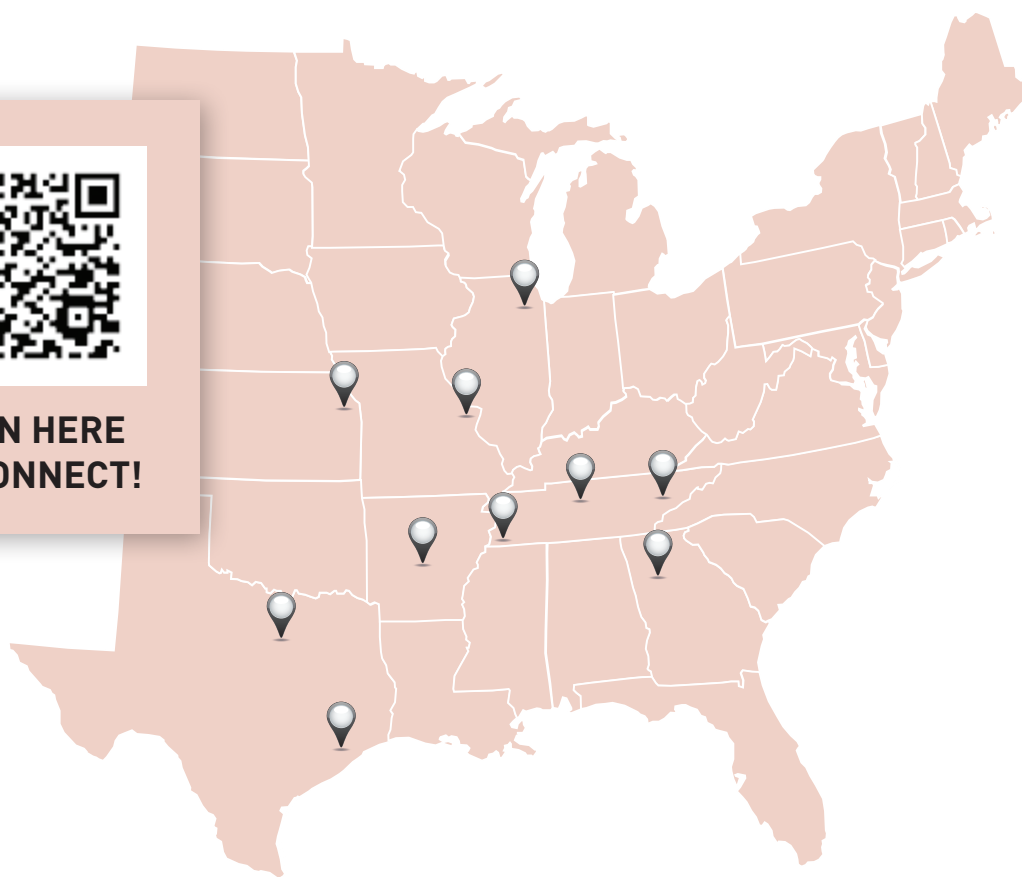
### SECURITY DEPOSIT AND WALK THRU

After the agreed initial term, a vendor can end this lease with 30 days notice. A form at the front desk should be completed at the start of the 30 day period and the vendor should notify staff at the front counter when the space has been emptied. The employee will walk through the space with the vendor to go through the checklist in order to ensure the space is left in satisfactory condition. Fees can be up to \$50 for extensive holes in the walls, \$100 for items left in the space or incomplete/ poor paint, \$500 for flooring that is glued or stuck to the concrete, Wall coverings like faux brick, shiplap, and the like are considered improvements and will not incur a fine, nor will lighting and structures built above the space. Once the 30 day period is over, Painted Tree reserves the right to move vendor inventory in order to clear space for the next vendor, and may take over leftover inventory abandoned by the vendor. The agreed upon security deposit is refundable via their final check once vendor moves out and will be mailed to the address on file with the following exceptions: 30 days notice was not given; the space was not left clean; rent balance due was not settled; or items are present in the space beyond the expiration of the 30 day period. At the conclusion of the first term, the lease shall have a rolling renewal and the term shall be extended for 12 month periods unless terminated under the provisions of this agreement.

Thank you so much for your interest in joining the Painted Tree family!  
You don't have to start or run a business on your own. Here we share costs,  
resources and wins! It is an honor to provide an unmatched opportunity  
for shop owners across the nation at Painted Tree. If you'd like to sell your  
products alongside hundreds of other like-minded creatives, apply today!



**SCAN HERE  
TO CONNECT!**



**JOIN THE PAINTED TREE FAMILY**  
*say "yes" to your dreams!*

**paintedtree.com**  
**(844) 762-3342**