

THE BLACK COFFEE COMPANY ATLANTA

We are happy to have you come and host a pop-up shop at Black Coffee Atlanta!

Price per day

| | |
|-------------|-------|
| Mon.-Thurs. | \$60 |
| Fri. | \$75 |
| Sat. | \$125 |
| Sun. | \$100 |

Once we assign a date, they are non-negotiable as they Dates are assigned in order of receipt and non-negotiable. If the set date does not work, you will be placed at the end of the vendor list. Please notify us immediately if this is the case.

Vending Hours

- **Sunday - Thursday: 9am - 2pm**
 - Set up at 30 mins before (arrive on time not before or later)
 - Breakdown starting 30 mins before
- **Friday & Saturday: 9am - 4pm**
 - Set up at 30 mins before (arrive on time not before or later)
 - Breakdown starting 30 mins before

Promotion:

Pop-up guests are responsible for inviting guests and promoting via social media and other platforms. Please be sure to post about your pop-up and encourage guests to attend. Do not rely on the traffic from Black Coffee Atlanta and be sure to tag us in your posts: @blackcoffeatlanta @blkcoffeeco @blackcoffee_evelyn @black_coffee_fest

What to bring:

- square reader/card swipe for card transactions
- cash box with cash for monetary transactions; we do not give change
- bags for your customer purchases
- 1 table for set up, table covers, scissors, razors, tape, paper, pens, cutlery etc.



- **Customers/Additional Guests:**
 - We welcome your friends and family to shop with you, however please be mindful of our shared space.
 - Please do not bring unsupervised children.

- **Space usage:**
 - Be mindful that the space will be accommodating other pop-up shops simultaneously. Please make sure your products fit on your 6ft table.
 - Clothing vendors bring in (1) of your own racks.
 - Space 8ft x 6ft

- **Accepting/denying your pop up:**
 - Upon approval, we will send you an invoice and once paid, we will add you to the schedule. Please remember it is first come first serve. We allow 3 vendors in the shop at one time and once those spots are filled we will ask you to choose another date.

- **Food & Drink:**
 - Food and drink are not allowed in the space. Please do not bring wine, champagne, snacks, etc for your pop-up guests. Unless you are an approved food vendor.

- **Fees:**
 - \$50-\$175 to confirm your pop-up for date and time. First come first serve.
 - You must pay the fee or risk losing your date. Once paid you will be added to the calendar.
 - If you would like to be the only vendor on a date the rate is \$275.

- **What's next:**
 - Select the dates you would like to secure and let us know.
 - Confirm you have everything you need to host a successful pop-up.
 - Try to document your experience as much as possible. Content is valuable for your business!
 - Enjoy your experience!

Thank you,
Evelyn LeBlanc
Director of Operations

