

Knick Knacks Meeting Minutes

[DATE]

[TIME]

[LOCATION]

Meeting Called By	10.18.10	6:00pm	Knick Knacks
Type Of Meeting	Vendor Informational/New Ownership		
Name of Meeting Facilitator	Bryan and Merichelle Jones		
List Of Attendees			

Topics

Knick Knacks Changes:	
TOPIC: Booth Sale Signs	
-All signage in booths need to be in a frame	
Deadline: Effective 11.1.10	
TOPIC: Parking	
-Parking in front of store – 5 minute limit	
Deadline: Effective immediately	
TOPIC: Checkout center	
-Behind the counter area is for Knick Knacks employees only. If anything behind the counter is needed, please ask employee to retrieve it for you.	
Deadline: Effective Immediately	
-Brand new larger counter top for checkout counter is coming soon	
Deadline: Next 30 days	
TOPIC: Front area showroom	
-To enhance the front showroom area of the store and increase the visibility of vendors' items, Knick Knacks will select items from booths to display at the front of store. When doing this, Knick Knacks will notify vendor	
TOPIC: Open Floor Waiting List	
-If you have large items that do not fit in your booth, you can add your name and item to the open floor waiting list. There is a form to fill out at the front counter to put your name on this list. To qualify for the list your payment in rent must be \$120 per month.	
TOPIC: Late rent payments	
-For Knick Knacks to increasingly make positive changes, it is very important for rent to be paid on time. If rent is not paid by the 5 th of the month, a \$20 late fee WILL be charged.	
Deadline: Effective Immediately	
TOPIC: Sale Tags	

-If vendor has items in your booth that are marked down or have a sale tag, Knick Knacks will not call the vender if a customer asks for a better price/offer. If you want Knick Knacks to call, please make a new item tag or do not have a sale tag on item.

Deadline: Effective Immediately

TOPIC: Clothing in booths

-For the time being, clothing is allowed within Knick Knacks. Clothing needs to be on permanent racks attached to your booth, not "garage sale racks". Any clothing on these types of racks will be removed from the floor. It needs to be NEW or same as new. Must be Ironed and stain free. No Shoes are allowed in the store.

Deadline: Effective Immediately

Knick Knacks Enhancements:

-Brand new mouse, keyboard, and monitor for each computer

-10 new ceiling fans

-3 new credit card machines for checkout counter

-Lockers for vendors to keep their personal items in while setting up booth

-No more timers in booths

-New advertising plans are in the works. Please give any feedback for ideas

-New Knick Knacks website and Facebook page. Keep checking periodically for increasing changes and updates.

-Knick Knacks is going green with recycling bins, energy efficient monitors and light bulbs

Knick Knacks News:

November 13th and 14th Knick Knacks Open House/Anniversary Event