

Navigation House Retail Parameters

Pop-Up Stands

Just a few steps away from the National Centre for Craft and Design stands beautiful Navigation House – once the office of the Sleaford Navigation Company and the centre of trade for the town, now a unique heritage venue with a beautiful gift shop.

If you're interested in stocking your handmade items in our shop, we ask for you to drop us an email with a description of what you create, attach some photographs or links to your social media pages.

navigationhouse@n-kesteven.gov.uk

A pop-up stand in our shop is free and we take 20% commission on sales.



In order for your products to be considered for the shop they must meet the following requirements:

- Products must be handmade/designed by you
- Products for sale must not be in breach of any copyright laws
- Products must adhere to any legal regulations – hallmarked, CE testing, warning labels, pat tested etc. If unsure please speak to trading standards about what regulations you need to meet.

Terms and Conditions

You, the stockist, will be responsible for the following;

- Delivery of stock to Navigation House, Carre Street, Sleaford, NG34 7TW
- Provide a full list of delivered stock, with descriptions and prices
- Provide correct and up to date contact details for you the stockist
- To give one month's notice to vacate your space in the shop.
- To remove stock from the shop once notice period has ended, unless alternative arrangements are agreed upon in advance

We the proprietor will be responsible for;

- Noting all stock entering the premises, and recording on a stock listing
- Keeping records of all sales, and monies owed to the tenant
- Ensuring money is paid to the tenant at the end of each month
- Navigation House will be staffed four days a week, from 12pm until 4pm. We will also open for special events
- Marketing the shop, hosting events and ensuring that customers are in the shop to browse the products.
- Offer opportunities as they arise for stockist to attend events at partner venues.

If for any reason the shop has to shut, we will attempt to contact all tenants to inform them in advance. We will do all we can to try and ensure that this does not happen.

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