

Blufftop Nature Store Pop-up Store

Document created	Melissa Worthington	August 26, 2024
Edited	Melissa Worthingotn	October 29, 2025

Equipment & Supplies

<p>Tablet (or phone) for selling, fully charged</p> <p>Bring charger cable</p> <p>Bring a tablet stand</p>	
<p>If the tablet is not WiFi-enabled: Phone with hotspot, fully charged</p> <p>Bring charger cable</p>	
<p>Tap & Chip Card Reader, fully charged</p> <p>Bring charger cable</p>	
<p>Bar code scanner, fully charged</p> <p>Bring charger cable</p>	
<p>High-capacity battery backup that can charge tablet / phone; card reader; bar code scanner</p>	<p>We use an Anker Power Bank</p>
<p>Merchandise</p>	
<p>Display stands, shelves, signs etc.</p>	<p>It is helpful to stage the displays with products loaded and take pictures before you break it down and pack</p> <p>Spinning tower stand attracts browsers</p>
<p>Bins and boxes for packing – light enough to carry or fit into wagon, small enough to allow you to organize excess inventory. Waterproof.</p>	

Portable wagons and hand truck	
Tent, table, chairs Friends' tablecloth and signs	
Giveaways, games etc	
Friends' literature	
Refuge literature – including maps, upcoming events lists, event-specific materials (like info on butterflies or bats)	Refuge PR opportunity Refuge maps and event schedules are popular
Optional: about \$100 in petty cash (bills and coins) if you are going to accept cash payments	
Optional – shopping bags	
Personal items – Sunscreen, water, snacks	

Pre-show Tasks

Select merchandise and order inventory	Stickers, magnets, earrings, stuffies, T shirts are best sellers. Folding guides and spiral guides instead of books.
Make sure the tablet is has all updates installed	
If using a hotspot for internet connectivity: Connect the tablet and WiFi hotspot using Bluetooth. Leave the devices connected for a period of time (while the tablet is locked) to test if the connection is restored when the tablet wakes up You can set up Shopify to take payments when offline in case the connection fails temporarily	You want to the hotspot to maintain the connection even during periods of inactivity on the tablet. We have found the Bluetooth connection to be the most stable. An unstable connection will slow you down significantly so experiment in advance with your setup.

In Shopify Admin, set up a POS Lite store with the accurate address of the event	The event address is used to compute sales tax
Open Shopify POS and login with the administrator PIN	IMPORTANT: The only PIN that works with a POS Lite store is the administrator PIN. The normal store PIN for staff does not work.
Connect the Tap & Chip Reader, following Shopify's instructions	Only need to do this once
Connect the bar code scanner, following Shopify's instructions	Only need to do this once
Be sure to select the pop-up store as the one the app is connecting to	Sales need to be attributed to the pop-up for sales tax, inventory and keeping a history
When you pull inventory out of stock to pack up, use inventory management in Shopify Admin to transfer the inventory from the main location to the pop-up store location	If you skip the inventory transfer, Shopify will give you an "out of stock" message for every item you sell at the event. You will approve each item by clicking "OK to sell." This will slow you down.

At the show

As soon as the booth is set up, get the tablet and hotspot working	If you find out at the event that cell coverage is spotty, remember to log into Shopify Admin and ensure you can transact credit cards later
Turn on the Tap & Chip card reader and the bar code reader, and ensure they are connected and working	
Save battery power on the tablet by: <ul style="list-style-type: none"> • keeping the screen brightness low • allowing the tablet to go to sleep when not in use for 10 minutes or so. This means you'll have to use the PIN to get back into the Shopify app more often 	

Post-show Tasks

Check and record the register sales amounts	
Remember there may be additional sales tax jurisdictions . Shopify’s built-in tax tracking will add them to the tax report	
In Shopify Admin: transfer remaining inventory quantities back to the main store	Double-check that all inventory shows 0 quantity in the pop-up store
Tag best-selling products so they’re easier to identify next time around	#BatFest_Best_Seller, etc
Optional: Archive the pop-up store in Shopify	

Problems

Provide support contact phone numbers here