AntiqueTrack™ New Mall Onboarding Worksheet

(For Mall Owners & Managers – Please complete before onboarding)

Part 1 – Welcome & Instructions

Welcome to AntiqueTrack™!
This worksheet is designed to help you gather all the information needed to set up your mall in the system. Completing this will make your setup faster and smoother.

Instructions:

1. Fill out as much information as possible.
2. Use additional pages if you run out of room.
3. If you don't know an answer yet, make a note so we can discuss it during onboarding.

Part 2 – Mall Information

- Mall Name: _____
- Mall Physical Address: _____
  _____
- Mall Billing Address (if different): _____
  _____
- Primary Contact Name: _____
- Primary Contact Phone: _____
- Primary Contact Email: _____
- **Primary Contact Physical Address (even if same as mall):**
  _____
  _____

- Hours of Operation: _____

Part 3 – Booth Setup & Numbering

Booth Numbering & Labeling Guidelines
AntiqueTrack™ can locate vendors at the POS by either **booth number** or **vendor code**. Most malls use booth numbers that follow a clear, logical pattern, for example:

- **Sequential numbering** (1, 2, 3… or 101, 102, 103…)
- **Zoning** by area (A1, A2, A3 for one section; B1, B2, B3 for another)
- **Floor-based** numbering (101 for first floor, 201 for second floor)

Booth Information:

- Total Number of Booths: _____
- Booth Numbering Method: _____

Part 4 – Vendor Setup (to be completed by store)

For each vendor, please provide:

- Vendor Name / Business Name:
- Contact Info (address, phone, email):
- Commission Percentage %
- Assigned Booth(s):

Tip: Some malls assign multiple booths to the same vendor. AntiqueTrack™ can track all booths under one vendor record while still reporting sales per booth.

Part 5 – Financial Setup

- Sales Tax Rate(s): _____%
- Booth Price Per Sq. Ft.: _____
- Booth Minimum Rent Terms: _____