



## REI In-store Visit Guidelines

---

-Complete [Vendor In-Store Visit Request Form](#)

(Three week lead time required prior to requested visit date)

**Username: vendor PW: vendor999**

-A confirmation email will be sent to you and the store inbox, utilize the confirmation email to present upon arrival to the store.

-The store will respond to you within 5 days. If you have not heard back from the store after 5 days, please contact the store directly.

-Upon arrival to the store, introduce yourself and present your confirmation email to the manager on duty.

*Please Note:* Store visits are approved at the discretion of the REI store management team. Some stores may deny a request because they are not equipped for vendors at this time. In addition, once a relationship has been established with the store management, work with the Store Manager to determine the best way to confirm all future visits to their store.

For additional information, visit the [REI VENDOR PORTAL SITE](#)  
**Homepage > Programs & Resources > Vendor In-store Visits**

**Standard DOs**

- DO re-stock existing POG and ensure all holes are filled to best ability.
- DO retrieve back stock/top stock to fill displays.
- DO replace price tags if product is moved/shifted (confirm with REI associate before moving).

**Standard DON'Ts**

- DON'T completely rework a POG or display without gaining a store manager's permission.
- DON'T discuss inventory levels of other locations or retailers with the store.