

Props Library Catalogue



About the Upper Hutt props library

What is the props library?

The props library is a collection of display items that can be borrowed by Upper Hutt retailers for the purpose of displaying stock within a retail space or shop window.

The items in the library come from a variety of sources, some are on loan, others are donated and some have been purchased.

Shop windows are working for your business 24 hours a day, 7 days a week, even when you are asleep in your bed. With the growth of online shopping, offline retail stores need to look stunning. By lifting the standard of window display, not only do we enhance the appearance of an individual store, but the overall appearance of Upper Hutt.

The props library will also serve as a teaching tool enabling retailers to further develop their skills and gain confidence in the area of visual merchandising and window display and try items that they may be considering purchasing.

Items are available all year round with the exception of December. Due to workloads at this time of year we will not be moving items around they will remain in the store to which they are issued.

When one or more retailers request the same item consideration will be given to borrowing history of the retailers concerned and their current display plans. If there is no alternative item, the item will be issued to one party and reserved for the other at the discretion of the Retail Coordinator.

Who can borrow from the library?

Upper Hutt retailers at the discretion of the Retail Coordinator

How long can I have the item for?

Items will be on loan for approximately 8-12 weeks, sometimes longer depending on the demand for the item.

How much will it cost me?

This service is currently provided free of charge by the Upper Hutt City Council.

What if a loan item gets damaged or I fail to return it? In the unlikely event of damage, beyond reasonable wear, retailers may be asked to assist with the repair or replacement of the item. Failure to return an item will result in the retailer being invoiced for the replacement.

How do I book an item?

Email sarah.garnham@uhcc.govt.nz with "props library request" in the subject line. Please state the code of the item, a brief description and when you would like the item.

How many items can I borrow at one time?






Usually one item or set at a time, possibly more depending on the current demand.






What do I do when I want to return an item?






Email sarah.garnham@uhcc.govt.nz with "props library return" in the subject line. Please state the code of the item, a brief description and when it will be available for collection and the name of your store.


I really could do with some help, who can I contact for assistance with visual merchandising?


The Retail Coordinator at the Upper Hutt City Council or Alison Watts of Eye for Detail has worked with Upper Hutt retailers and may be contacted on 022 691 3419, info@eyefordetail.co.nz, www.eyefordetail.co.nz.






CODE	PHOTO	DESCRIPTION
1		<p>Set of 3 plinths of cascading heights Colour: Black Size: 100 x 35, 80 x 35, 60 x 35 cm Lightweight easy to handle. Use them horizontally, vertically, stacked, or side by side, grouped or separately.</p>
2		<p>Set of 3 plinths of cascading heights Colour: White Size: 100 x 35, 80 x 35, 60 x 35 cm Lightweight easy to handle Use them horizontally, vertically, stacked, or side by side, grouped or separately.</p>
3		<p>Set of 3 plinths of the same height Colour: Black Size: 100 x 35, 80 x 35, 60 x 35 cm Lightweight easy to handle. Use them horizontally, vertically, stacked, or side by side, grouped or separately.</p>
4		<p>Set of 3 plinths of the same height Colour: White Size: 100 x 35, 80 x 35, 60 x 35 cm Lightweight easy to handle. Use them horizontally, vertically, stacked, or side by side, grouped or separately.</p>
5		<p>Set of 4 adjustable wooden figures Height: tall, small Have fun with these adjustable figures, create movement and have a little fun with your display.</p>






CODE	PHOTO	DESCRIPTION
6		<p>Folding portable wallpaper table Colour: light grey Size: Width x height Lightweight easy to handle. <i>Not available during March Madness.</i></p>
7		<p>Set of 3 elegant wooden chairs Colour: Bright red Lightweight easy to handle.</p>
8A		<p>Ladder shelf Colour: White Size: Width x height This unit has removable shelves. Without the shelves this unit is great for displaying scarves. Lightweight and easy to handle DO NOT CLIMB</p>
9B		<p>Ladder shelf Colour: White Size: Width x height This unit has removable shelves. Without the shelves this unit is great for displaying scarves. Lightweight and easy to handle DO NOT CLIMB</p>
10		<p>Set of two clear Perspex risers. These risers can be used to add height, layers and depth to your displays.</p>





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11		<p>Set of 3 wooden crates</p>
12		<p>Mannequin torso on stand Colour: White velvet with feathers on edge</p>
13		<p>Two Hula Hoops These can be suspended from the ceiling, used for a base for something more creative or have items hung from them. You will have to use your imagination and thinking cap with this item!</p>
14		<p>Set of 3 canvases Colour: White Size: Width x height Use these as a base for your display, hang these as a set or use them individually. Cover with fabric or paper – thinking caps on again!</p>
15A		<p>Mannequin head:</p>

CODE	PHOTO	DESCRIPTION
16B		Mannequin head
17		<p>Curtain rod and black back drop</p> <p>3.25m wide curtain rod and large back drop suitable for using in a window display.</p> <p>You will need to ensure you have strong hooks or attachment points for the rod.</p>
18		<p>Curtain rod and white back drop</p> <p>3.25m wide curtain rod and large back drop suitable for using in a window display</p> <p>You will need to ensure you have strong hooks or attachment points for the rod.</p>
19		<p>Petticoat table</p> <p>DO NOT PAINT</p>
20		Fluorescent clothes pegs

CODE	PHOTO	DESCRIPTION
21		Giant fluorescent drinking straws
22		Coloured cord – box full of coloured cords and strings
23		A lightweight display ladder DO NOT CLIMB – for display only DO NOT PAINT
24		Large green cutting mat and steel ruler
25		Measuring tape

CODE	PHOTO	DESCRIPTION
26		Set of two wooden display hands
27		Christmas tree – green plastic
28		Wood – dry and clean Box of 11 pieces of different sizes and shapes
29		Shells
30		Pine cones - large

CODE	PHOTO	DESCRIPTION
31		<p>A selection of curtain rods suitable for hanging backdrops of paper or fabric.</p> <p>Various lengths</p> <p>These may be painted.</p>
32		<p>A selection of MDF planks of varying sizes.</p> <p>These may be painted.</p>
33a,b,c,d		<p>Large "Sale" Banners x 4</p> <p>May be borrowed as a set or individually.</p> <p>Have wooden rod in sleeve at top and bottom, designed to hang.</p> <p>Size: 80cm wide x 150 cm</p>
34		<p>Small ladder.</p> <p>May be painted, great for scarves.</p>
35		<p>Black velvet display neck (necklace not included).</p>

36		Black velvet bangle tree (bracelet not included).
37		Black velvet ring tray (rings not included).
38		Set of 10 scarf rings.
39		<p>White table skirts (swag not included). Please wash before returning.</p> <p>Great for enhancing table displays instore or for your table outside the store on Spring Festival or March Madness Fair Days.</p>
<p style="text-align: center;">The Upper Hutt City Council would like to thank the following businesses for their contribution to the props library:</p> <p style="text-align: center;">House of Oom, The Curtain Store Little India, New Leaf, Vogue Woman Something Crafty, Criddles, The Wendy House and No1 Shoes</p>		