



FOR OFFICE USE ONLY
Date Rec'd: _____
Check #: _____
Amt. Rec'd: _____
Space #: _____

**36th ANNUAL DAYSPRING HOLIDAY BOUTIQUE**

**November 13<sup>th</sup> & 14<sup>th</sup>, 2020**

1365 E. Elliot Road ~ Tempe, AZ 85284

480-838-9097

www.dayspringpreschool.com

**2020 VENDOR APPLICATION AND AGREEMENT**

**\$35 Application Fee due with this form if received AFTER April 15, 2020**

**Vendor Contact Information**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Contact Phone #: \_\_\_\_\_ Is This a Cell Phone: YES NO

Email Address: \_\_\_\_\_

Business Website (if applicable): \_\_\_\_\_

**Rental Information / Fees**

Please check your space and/or rental requests: **MAXIMUM 3 SPACES**

**Indoor Space:** Each Indoor Space is approximately 6' x 4'

- 1 space.....\$125
- 2 spaces.....\$250
- 3 spaces.....\$375 (Due to space limitations 3 spaces may not be available) Amount \$ \_\_\_\_\_

**Outdoor Space:** Each Outdoor Space is approximately 10' x10'  \$350 Amount \$ \_\_\_\_\_

**6'x2.5' Table Rental** - \$20/each # Requested: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 (Tables are available on a first come, first serve basis)

**Application Fee (If received after 4/15/2020)** Amount \$     \$35    

**Total Fees \$** \_\_\_\_\_

Please make checks payable to: **Dayspring Preschool and Kindergarten**

I will need an electrical outlet (no charge). You must bring your own extension cord:  YES  NO

I will need a chair(s) (no charge):  YES  NO

**Space Requests (will be considered but are not guaranteed) :**

## General Information

**Boutique Set-Up is Thursday, November 12th 9am-3pm (doors are locked at 3pm)**

Name Tags are printed for all of our vendors to wear during the event. Please let us know the following information:

Number of Name Tags Needed: \_\_\_\_\_ Name(s) to be printed on Name Tags: \_\_\_\_\_

Price range of merchandise you will be selling: \_\_\_\_\_

Description of items that you will be selling: \_\_\_\_\_

Are you a non-profit organization?  YES  NO

Maricopa County/State of Arizona food preparers handlers certificate/license number (if applicable): \_\_\_\_\_  
Please provide photo copy of license/certificate with application for our records.

Are you a member of Dayspring United Methodist Church?  YES  NO

Are you a current or previous family of Dayspring Preschool and Kindergarten?  YES  NO  
If yes, which years did you attend: \_\_\_\_\_

Which of the 5 previous years were you in the Dayspring Boutique?

2015  2016  2017  2018  2019

## Policies and Procedures

**Please initial your agreement to each item:**

- \_\_\_\_\_ 1. I understand that the setup is 9:00 a.m.-3:00 p.m. on Thursday, November 12<sup>th</sup>. My set up will be completed no later than 3 p.m. on November 12<sup>th</sup>.
- \_\_\_\_\_ 2. I understand and agree that tear-down is NOT TO BEGIN until 4 p.m. on Saturday, November 14 and be completed by 5:30pm that same day. If you start tear-down prior you will not be considered for future boutiques.
- \_\_\_\_\_ 3. I agree that I will be responsible for setting up, taking down, restocking, monitoring, and selling my merchandise.
- \_\_\_\_\_ 4. I understand that I will be responsible for taking all payments for merchandise sold.
- \_\_\_\_\_ 5. Cancellations must be received in writing. I understand that if I cancel after **September 13, 2020**, I will forfeit my space fee.
- \_\_\_\_\_ 6. I understand that I am responsible for all "special orders" and I am to make arrangements myself with the customer for delivering all special orders. Dayspring is not to be involved in delivering orders.

- \_\_\_\_ 7. I understand that neither Dayspring Preschool and Kindergarten nor Dayspring United Methodist Church is responsible for any merchandise that is lost, stolen or damaged in any way. I agree that my merchandise is solely my responsibility. I agree that neither Dayspring Preschool and Kindergarten, Dayspring United Methodist Church, or its Volunteers will be held liable for personal injury, damaged property, or loss of any merchandise. Any Photographs taken at the Boutique of myself or my merchandise may be used in advertising the Boutique on Dayspring's website (www.DayspringPreschool.com) or in other media.
- \_\_\_\_ 8. I have read the Vendor Information provided by Dayspring Preschool and Kindergarten and agree to abide and be bound by all terms thereof.
- \_\_\_\_ 9. I am responsible for collecting and reporting the appropriate amount of sales tax for any and all items and/or food sold during the Boutique.

**Checklist for Application Submission**

- Initialed and Signed, completed 3-page application – please retain a copy for yourself
- Check for Application, Space, and Table Rental Fees made payable to ***Dayspring Preschool and Kindergarten***
- Photos of merchandise or link to website or social media page (**required**)
- Maricopa County Food Preparers/Handlers License or Certificate, if applicable

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Signature

Date

**Applications are due August 14<sup>th</sup>, 2020**

**(Applications received after August 14<sup>th</sup> will be considered if there is space available in your craft category)**

**\*\$35 nonrefundable application fee for all applications received after April 15<sup>th</sup>**

**\*Early Bird applications received by April 15<sup>th</sup> will not have the \$35 fee applied**

We will not hold any spaces until we receive this application and payment.

Once your application has been received and reviewed, you will receive an email confirmation within 10 days.

Notice of accepted applications will be emailed by August 26<sup>th</sup>, 2020.

Please return application, payment and all checklist items to:

**DAYSPRING PRESCHOOL & KINDERGARTEN**

**1365 East Elliot Road, Tempe, AZ 85284**



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[www.dayspringpreschool.com/boutique](http://www.dayspringpreschool.com/boutique)

## 2020 VENDOR INFORMATION

### BOUTIQUE DATES AND TIMES:

**Thursday, November 12<sup>th</sup>**

**Set-up: 9am – 3pm**

**Doors Locked: 3pm**

**Friday, November 13<sup>th</sup>**

Vendor Arrival: 8am – 9am

Boutique: 9am – 7pm

Doors Locked: 7:30pm

**Saturday, November 14<sup>th</sup>**

Vendor Arrival: 8am – 9am

Boutique: 9am – 4pm

Tear-Down: 4pm – 5:30pm

### KEY DATES:

- **Early Bird Application and Space Fee Due:** April 15, 2020  
\*Early Bird applications will not be charged the \$35 nonrefundable registration fee
- **Applications received after April 15<sup>th</sup> Due:** August 14, 2020  
\*\$35 nonrefundable application fee applies
- **Notifications emailed:** August 26, 2020
- **Cancellations (without refund):** after September 13, 2020

The Dayspring Holiday Boutique is a juried event and vendors are selected based on variety, originality and quality of their product. The number of vendors per any one type of product will be limited in order to help reduce competition and provide a larger selection of merchandise to our attendees.

### **FEES/CANCELLATION:**

- Booth Fees: \$125 for each 6' long by 4' wide space inside –OR– \$350 for a 10' x 10' space outside (with customer access on one side). You can purchase multiple spaces.
- Vendors to provide tables, grids, shelves or other display items. Table rentals (6'x2.5') are available for \$20 each, on a first come first served basis.
- **Your application will not be reviewed for approval unless accompanied by your Space and Application Fee. Early Bird applications received by April 15<sup>th</sup> will not be assessed an Application Fee.**
- You will be notified by email of your acceptance by **August 26, 2020**. If you are not selected, your Space and Rental Fee will be returned.
- If you have been accepted and need to cancel, you must do so in writing **no later than September 13, 2020** to receive a full refund, less the \$35 nonrefundable registration fee. There will be **no** refunds for cancellations received after **September 13, 2020**.

### **\*NEW THIS YEAR\***

There will be NO central cashiering. All vendors will be responsible for collecting their own payments via cash, check, and credit cards. Please plan ahead to make change as Dayspring is unable to provide change for your transactions.

### **SET UP:**

The hours of our vendor set up are: **Thursday, November 12<sup>th</sup>, between 9:00 a.m. and 3:00 p.m.** Please make arrangements in your schedule to allow adequate time for booth set up prior to the opening of the Boutique.

### **SPACE AVAILABILITY:**

In order to accommodate the greatest number of vendors, we may not be able to meet requests for more than 2 spaces. You will be notified of the change with your acceptance email. Requests for certain locations/spaces will be considered however they **are not guaranteed**.

### **OUTDOOR SPACES:**

A limited number of 10 feet by 10 feet outdoor spaces are available for \$350. The Boutique will be held rain or shine. You must be prepared for the chance of inclement weather. Vendors are solely responsible for their merchandise. **Vendors are responsible for providing lighting and extension cords for their booths.**

### **SALES TAX:**

Dayspring is not responsible for collecting or reporting sales tax. The vendor will responsible for collecting and reporting the appropriate amount of sales tax for items and/or food sold to the Arizona Department of Revenue.

### **MERCHANDISE DISPLAY:**

Please make your booth space/table as attractive as possible with a table covering, crates, shelves, or grids to display your merchandise vertically on different levels. Tablecloths should be long enough to almost reach the floor/ground. Please make sure that your display is stable and will not fall over if it is bumped. Please display your company name within your booth so that it allows shoppers and boutique volunteers to easily identify your business. Contact a Boutique Chair if you have any questions.

### **LOST MERCHANDISE:**

Dayspring IS NOT responsible for merchandise that is lost or stolen.

### **PHOTOS OF MERCHANDISE:**

**Photos of the merchandise you will be selling are required** with submission of your application. Unfortunately, we are unable to return any photos that are submitted. Links to photos or websites are also accepted.

**FOOD:**

Food and drinks will be sold at the Boutique for your convenience. You may bring a sack lunch or beverage if you wish, but there are no refrigerators available. Use of the Dayspring kitchen is strictly prohibited.

**VENDOR BREAK ROOM:**

Back by popular demand there will be a Vendor Break Room again this year! This room will have light snacks, water and coffee available to vendors only. There will be power strips available on a first come, first served basis in this room to charge devices if needed. Please bring your own cables and chargers.

**SPECIAL ORDERS:**

You must deliver all special orders to the customers without involving Dayspring. Merchandise may not be left or stored at Dayspring.

**VENDOR RELATIONS ROOM:**

With the new changes this year, there will be a room dedicated for vendor relations. There will be volunteers available for booth sitting (15 min. maximum) in case you need a short break.

**PRICE SHEET FOR MERCHANDISE:**

- Please provide a price sheet in the event you need a booth sitter during a short break.

**GENERAL RULES:**

- There will be no smoking or drinking of alcoholic beverages on campus or the surrounding area.
- No pets are allowed on campus.
- We will not permit any merchandise to be sold that we feel is inappropriate for a church/Preschool.
- No overnight parking will be permitted on church property.
- During Boutique hours, all vendors are to park in the south part of the parking lot or on the street to allow premium parking for shoppers/preschool parents.
- Previous Boutique Applications (older versions) will not be accepted.

**QUESTIONS:**

Please call the Preschool office at (480) 838-9097 or send an e-mail to [boutique@dayspringpreschool.com](mailto:boutique@dayspringpreschool.com).

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