



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

**33rd ANNUAL DAYSPRING HOLIDAY BOUTIQUE**

**November 17<sup>th</sup> & 18<sup>h</sup>, 2017**

1365 E. Elliot Road ~ Tempe, AZ 85284

480-838-9097

www.dayspringpreschool.com

**2017 VENDOR APPLICATION AND AGREEMENT**

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.....\$60
- 2 spaces.....\$120
- 3 spaces.....\$180 (Due to space limitations 3 spaces may not be available)

**Outdoor Space:** Each Outdoor Space is approximately 10' x10'  \$95 Amount \$ \_\_\_\_\_

**6'x2.5' Table Rental** - \$20/each # Requested: \_\_\_\_\_ Amount \$ \_\_\_\_\_

(Tables are available on a first come, first serve basis)

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

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

I will need an electrical outlet (no charge):  YES  NO

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

Will you or a representative of your business be at your booth during the event?  YES  NO

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

**General Information**

**Boutique Set-Up is Thursday, November 16<sup>th</sup> 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please select how you would like to receive your check:**

- I would like my check mailed to me at the address listed on the first page.
- I will pick up my check at the Dayspring School office. Checks available for pick up after **November 30, 2017**.

Please make my check Payable To: \_\_\_\_\_

**I would like my merchandise tags:**

- Mailed with my check. **There will a \$4.00 fee deducted from your final check to cover postage of returned tags.**
- Available for pick up at the Dayspring School office. Tags not picked up by **December 8, 2017** will be discarded.
- I do not want my tags returned.

Are you Tax Exempt?       YES\*       NO  
\*if yes, tax exempt documentation must be provided and confirmed with co-chair

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?  
 2012       2013       2014       2015       2016

**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 16<sup>th</sup>. My set up will be completed no later than 3 p.m. on November 16<sup>th</sup>. I understand and agree that tear-down is **NOT TO BEGIN** until 4 p.m. on Saturday, November 18<sup>th</sup> and be completed by 5:30pm that same day.
- \_\_\_\_\_ 2. I agree that I will be responsible for setting up, taking down, restocking, monitoring, and selling my merchandise.

- \_\_\_\_\_ 3. I understand that there will be CENTRAL CASHIERING and no funds are to be exchanged directly with customers.
- \_\_\_\_\_ 4. I understand that my tags will follow the Tag Guidelines listed in the Vendor Information section.
- \_\_\_\_\_ 5. Cancellations must be received in writing. I understand that if I cancel on or after **September 15<sup>th</sup>, 2017**, I will forfeit my application and rental fee.
- \_\_\_\_\_ 6. I understand that the appropriate sales tax will be added to all sales at the cashier's table. I also understand that Dayspring Preschool and Kindergarten will pay this tax to the City of Tempe and the Arizona Department Revenue. If vendor holds a tax exemption status, you must notify and provide documentation to Boutique Chair(s) at boutique@dayspringpreschool.com, prior to the start of the boutique.
- \_\_\_\_\_ 7. I agree to donate fifteen percent (15%) of my sales, INCLUDING SPECIAL ORDERS, to Dayspring Preschool and Kindergarten. I understand that this amount will be deducted from my gross sales at the end of the Boutique.
- \_\_\_\_\_ 8. I understand that all "special orders" will be handled using a paid in full method. I agree to use a triplicate receipt, with my name and phone number clearly marked. The cashiers will keep one copy of the triplicate receipt and it will be used to calculate my special order sales. The Boutique cashiers will collect the full amount and add the appropriate sales tax. **The 15% of my sales that Dayspring keeps will be based on the sales price, excluding tax and handling fees.** I understand that I am to make arrangements myself with the customer for delivering all special orders and Dayspring is not to be involved in delivering orders.
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. I have read the Vendor Information provided by Dayspring Preschool and Kindergarten and agree to abide and be bound by all terms thereof.

### Checklist for Application Submission

- TWO (2)** Sample Tags that I will use on ALL my merchandise
- Initialed and Signed, completed 3-page application – please retain a copy for yourself
- Check for Application/Rental Fees made payable to ***Dayspring Preschool and Kindergarten***
- Photos of merchandise (**these are required**)
- Tax exemption documentation, if applicable
- Maricopa County Food Preparers/Handlers License or Certificate, if applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Applications are due August 1, 2017**

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 15, 2017.

Return application, payment and all checklist items to:  
**DAYSRING PRESCHOOL & KINDERGARTEN**  
**1365 East Elliot Road, Tempe, AZ 85284**



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

### 2016 VENDOR INFORMATION

#### BOUTIQUE DATES AND TIMES:

**Thursday, November 16<sup>th</sup>**

Set-up: 9am – 3pm

Doors Locked: 3pm

**Friday, November 17<sup>th</sup>**

Vendor Arrival: 8am – 9am

Boutique: 9am – 7pm

Doors Locked: 7:30pm

**Saturday, November 18<sup>th</sup>**

Vendor Arrival: 8am – 9am

Boutique: 9am – 4pm

Tear-Down: 4pm – 5:30pm

#### KEY DATES:

- **Application and Rental Fee Due:** August 1, 2017
- **Notifications emailed:** August 15, 2017
- **Cancellations (without refund):** after September 15, 2017
- **Checks Mailed:** No later than December 4, 2016

The Dayspring Holiday Boutique is a juried event and vendors are selected based on variety, originality and quality of their product. The amount 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: \$60 for each 6' long by 4' wide space inside –OR– \$95 for a 10' x 10' space outside (with customer access on one side). You can purchase multiple spaces.
- Fifteen percent (15%) of all sales are retained by Dayspring. \*This is a tax deductible donation, Dayspring is a certified 501(c)(3) charitable organization.
- 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 serve basis.
- **Your application will not be reviewed for approval unless accompanied by your Rental Fee.**
- You will be notified by email of your acceptance by August 15, 2017. If you are not selected, your Rental Fee will be returned.
- If you have been accepted and need to cancel, you must do so in writing **no later than September 15, 2017** to receive a full refund. Cancellations received after September 15, 2017 will forfeit your refund.

#### SET UP:

The hours of our vendor set up are: Thursday, November 16<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 \$95. In order to be fair to our vendors who have paid for outdoor spaces, we will not allow vendors to display merchandise outdoors who have not paid for that right. 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.**

### **CASHIERING:**

Dayspring Boutique has a **Central Cashiering System** and funds are not to be exchanged between vendors and customers.

- Cash, personal checks, and credit cards (Visa, MasterCard and AMEX) will be accepted. There will be a transaction fee, at the current rate, for all credit card sales to help offset fees that are incurred.
- A Hold Table will be available at the cashiering area if you would like to relieve your shoppers from having to carry big, bulky items while they continue their shopping. Items at the Hold Table can be held up to 12 hours.
- Hold Table items not paid for by the end of the Boutique will be returned to the vendor by Saturday prior to closing.
- For larger or more expensive items, a sales invoice or tag may be offered to your shoppers to be taken to cashiering for payment, at which time they can make payment, and then return to your booth for pick up.

### **SALES TAX:**

The appropriate sales tax will be added to all sales at the cash registers. **DO NOT INCLUDE SALES TAX ON YOUR TAGS. If you are tax exempt, you must provide a copy of your tax exemption form.**

### **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. 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, stolen, not tagged, or tagged improperly.

### **PHOTOS OF MERCHANDISE:**

**Photos of the merchandise you will be selling are required** with submission of your application. A picture tells a thousand words! 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.

### **CHECKS:**

Vendor checks will be issued on or before December 4, 2017. Checks can be mailed or available for pick up in the school office. **There is a spot on the application to indicate your preference.**

### SPECIAL ORDERS:

All special orders are to be paid in full at the time of the order and a triplicate receipt must be used. The final total must be clearly marked for the cashier. On your triplicate receipt, you must include your name and phone number on it for the customer. One copy will stay with the customer and the second copy will be given to the cashier. You must deliver all special orders to the customers without involving Dayspring. Merchandise may not be left or stored at Dayspring.

### TAG YOUR MERCHANDISE:

During and after the boutique, a team of Volunteers sort and count all tags, therefore it is important that all tag guidelines are followed. Each item must be tagged with a price tag no smaller than 1" x 1.75". **No stickers please. Each price tag must include your VENDOR NAME or LOGO and your SALES PRICE. Only ONE tag style per vendor.**

Tags with a distinctive color, logo, or shape are easiest to sort.

- The cashiers will keep all tags, which will be used to calculate your total sales (of which 15% goes to Dayspring as a tax deductible donation).
- The cashiers will send back any merchandise that is not properly tagged.
- Price tags can only be changed with a NEW tag. We will NOT accept price tags that are marked out at the register. **Every item must be individually priced.** NO tags that have 2 for \$X or 3 for \$X.
- If your tag has a string, the string may be taped to your merchandise. However do not attach tape directly to your tag.
- Written receipts may be used for multiple items as long as the total is clear to cashiers. There must be a total line, which is then circled.
- You may pick up your tags in the School office or have them mailed. **If you would like your tags returned by mail, there will be \$4.00 deducted from your final check to cover postage for returned tags.** Any tags not picked up by December 8, 2017, will be discarded.

### 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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Return application, payment and all checklist items to:  
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**1365 East Elliot Road**  
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**Thank you!**