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

39th ANNUAL DAYSPRING HOLIDAY BOUTIQUE

November 22nd & 23rd, 2024

1365 E. Elliot Road ~ Tempe, AZ 85284

480-838-9097

www.dayspringpreschool.com

2024 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.....\$135
- 2 spaces.....\$270
- 3 spaces.....\$405 (Due to space limitations 3 spaces may not be available) Amount \$ _____

Outdoor Space: Each Outdoor Space is approximately 10' x10' \$325 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**
(Fees may also be paid online at www.dayspringpreschool.com. Look for the "Tuition Tab" and please write vendor name under "Student Name.")

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 21st 9am-3pm (doors are locked at 3pm)

Name Tags are printed for 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?

2018

2019

2021

2022

2023

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 21st. My set up will be completed no later than 3 p.m. on November 21st.

_____ 2. I understand and agree that tear-down is **NOT TO BEGIN** until 4 p.m. on Saturday, November 23rd 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 of merchandise sold.

_____ 5. Cancellations must be received in writing. I understand that if I cancel after **September 30, 2024**, 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 (or payment made online at www.dayspringpreschool.com)***
- Photos of merchandise or link to website or social media page (**required**)
- Maricopa County Food Preparers/Handlers License or Certificate, if applicable

Signature

Date

Applications are due August 21st, 2024

(Applications received after August 21st will be considered if there is space available in your craft category)

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 31, 2024.

Please return application, payment and all checklist items to:
DAYSRING PRESCHOOL and KINDERGARTEN
1365 East Elliot Road, Tempe, AZ 85284

Questions? Please e-mail
info@dayspringpreschool.com

or call
480-838-9097



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2024 VENDOR INFORMATION

BOUTIQUE DATES AND TIMES:

Thursday, November 21st

Set-up: 9am – 3pm

Doors Locked: 3pm

Friday, November 22nd

Vendor Arrival: 8am – 9am

Boutique: 9am – 7pm

Doors Locked: 7:30pm

Saturday, November 23rd

Vendor Arrival: 8am – 9am

Boutique: 9am – 4pm

Tear-Down: 4pm – 5:30pm

KEY DATES:

- **Applications Due:** August 21, 2024
- **Notifications emailed:** August 31, 2024
- **Cancellations (without refund):** after September 30, 2024

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 to help reduce competition and provide a larger selection of merchandise to our attendees.

Health and Safety Notice: We will closely align with the recommendations given by the Maricopa County Department of Public Health regarding large events. Please be on the lookout for specific health and safety information as the event gets closer. *In the event that the Boutique needs to be cancelled due to Maricopa County Department of Public Health restrictions on large gatherings, all vendor fees will be fully refunded.

FEES/CANCELLATION:

- Booth Fees: \$135 for each 6' long by 4' wide space inside –OR– \$325 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 Application Fee.**
- You will be notified by email of your acceptance by **August 31, 2024**. 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 30, 2024** to receive a full refund. There will be **no** refunds for cancellations received after **September 30, 2024**.

PLEASE READ

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 21st, 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:

To accommodate the greatest number of vendors, and in keeping within guidelines for health and safety, 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 \$325. 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 VOLUNTEERS:

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/school 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 info@dayspringpreschool.com.

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THANK YOU! 😊