

Contract for Little Sisters of the Poor Holiday Boutique Space: **Deadline October 31, 2016**

This agreement covers rental space in the Holiday Boutique to be held at Little Sisters of the Poor on Saturday, November 12, 2016. Please complete the contract with checks or money orders payable to Little Sisters of the Poor. Mail to: Little Sisters of the Poor, 2100 S. Western Ave., San Pedro, CA 90731, Attn: Development Department

Booth Rental Space

Fee: A non-refundable \$50 deposit with application is required to reserve your spot at the boutique.

- Each Vendor will be assigned one 8ft. table and two chairs on a first come first serve basis
- **Should a Vendor require additional tables they will need to pay additional \$50.00 per table**
- Vendors will be asked to provide their own table cloths to the ground any color

This is a Fundraiser for Little Sisters of the Poor San Pedro. We ask that each Vendor donate 10% of their sales to the Little Sisters of the Poor which sponsors the cost of a resident. Each Vendor will receive a donation receipt for their tax donation, once your donation has been made to Little Sisters.

Company name: _____

Contact Person: _____

Mailing address: _____

City, State, Zip: _____

Email Address: _____

Phone: (H) _____ (B) _____ (C) _____

Vendor/ Seller Names (for Registration): _____

Description of Product(s) and Booth _____

Do you need electrical (Please bring your own cord): Yes No

Would you be willing to donate an item for a Raffle? Yes No If, yes please drop off by November 11, 2016

Preference: Inside outside (we will try our best to accommodate your preference. We cannot guarantee)

Vendor agrees to comply with and accept (a) the Rules and Regulations printed on this application form and (b) such other rules or operating procedures the Little Sisters of the Poor (LSP) may reasonably require for orderly construction, conduct and dismantling of the Holiday Boutique from "set-up" and "tear-down".

The (LSP) shall have the full power in the interpretation and enforcement for all Rules and Regulations contained herein, and power to make such reasonable amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the Holiday Boutique provided same do not materially alter or diminish the contractual rights of the vendor.

Notwithstanding anything to the contrary herein contained Vendor agrees that this Agreement is subject to the Terms of a use agreement between the Development and Activities Department and Little Sisters of the Poor under which the Development and Activities Department has received permission to hold the Holiday Boutique . Vendor agrees to be bound by all the terms and conditions thereof as to the use and enjoyment of the premises.

Please include with this application:

- 1. This contract completed, signed and dated**
- 2. One check for your booth space selection**
- 3. Three photographs of different product items (optional – this will assist us not to place two vendors near each other with similar products)**

Please clearly label each photo with your name and address. Although booth photos are not required, they may be helpful in our vendor selection processes. Incomplete applications will not be considered.

Signature: _____ Date: _____

Welcome to the Little Sisters of the Poor Holiday Boutique

We are honored to have you join us for our 1st Holiday Boutique with outside vendors. This fundraiser is organized by our Development and Activities Department from the Little Sisters of the Poor, to raise funds to ensure the quality of Life and care of our elderly Residents. 100% of the money raised will be used to Sponsor our Residents for various on-campus activities. The money also ensures the care for our elderly in need and their quality of life. We thank you in advance for your support!

Vendor Regulations – Please read carefully

Note: In order to provide a well-balanced, well regulated, attractive and successful Holiday Boutique, we appreciate your compliance with the following regulations.

Items for Consideration: The Auditorium is reserved for handmade items only. To keep the integrity of the Holiday Boutique an area is provided for other specialty vendors to display and sell products.

Booth Assignments: Booth assignments will be final after the October 31, 2016 deadline dependent upon booth availability. Your exhibitors' pack will include your space assignment and other information regarding the Spring Fair. The packets will be available when you set-up. You will be responsible for your own delivery, construction, removal, safety and cleanliness of exhibits and immediate area.

Subletting Spaces: No vendor shall sublet any portion of their space and may not exhibit any goods, apparatus or literature that has not been previously approved by the (LSP).

Payment for Booths: Any prospective vendor engaging space who shall fail to make payment or cancels such space shall forfeit all monies paid and all rights of the contracted booth space. The (LSP) has the right to dispose of the space in such a way as it may consider to its interest without any liability to the (LSP).

Sales Tax/Licenses: All crafters / vendors will be responsible for all state and local taxes and any permits or licenses necessary to participate in the Holiday Boutique .

Liability: Neither LSP, its officers, directors, employees nor agents of any shall have any liability to the vendor, its officers, guests agents or employees or to any person in attendance at the Holiday Boutique for any negligent act or omission deemed caused by the vendor or the vendor's agents, guests, officers or employees while transporting, setting up, displaying or selling the vendor's merchandise/crafts. Furthermore, LSP nor any of its employees, agents, officers or directors shall be held responsible for any damage or theft to any vendor's merchandise, crafts or exhibit area caused by natural elements or the act(s) or omission(s) on any such parties that occurs at any time prior to, during, or after the Holiday Boutique. The vendor by signing this form expressly releases and indemnifies such parties from all claims for injury, theft or damage.

Set-up/Break-down:

Set-up: Friday, November 11, 2016 1:00 p.m. to 6:00 p.m.

Coffee and Refreshments for vendors 8:30a.m. to 9:00a.m.

Open to public: Saturday, November 12, 2016 8:30am to 4:00pm

Teardown: Saturday, November 12, 2016 4: 00 to 5:00pm

Booths not claimed by 8:30a.m. on Friday, November 11, 2016, will be forfeited, along with fees. Early teardowns are prohibited.

Catalogs, Souvenirs, ETC: Soliciting or canvassing in any part of the Holiday Boutique other than vendor's space is prohibited. Catalogs, magazines etc. may be distributed only from within the vendor's space and must be strictly related to the products and/or services on display or directly available from the individual vendor.

Other Considerations: (LSP) is obligated to provide space and Holiday Boutique promotion. All other services remain the responsibility of the vendors. If special needs are indicated (LSP) will assist if possible. Vendors will be responsible for providing at their expense any extra security warranted for their booths.

CONFIRMATION LETTERS WILL BE MAILED OUT WITH A LIST OF VENDORS AND A MAP BY November 7, 2016.

All late entries will be assessed a late fee: \$20.00

For more information: call Dolores Kollmer (310) 548-0625 dvsanpedro@littlesistersofthepoor.org and Dani Ruiz at

dv2sanpedro@littlesistersofthepoor.org

Created 9-6-2016