

**Villa Park High School Vocal Music
2011 Fabulous Fall Boutique
Saturday, October 22, 9 AM – 2 PM
VPHS: 18042 Taft Ave., Villa Park 92861**

About the Boutique

Proceeds of the boutique will benefit the Villa Park High School and Cerro Villa Middle School Vocal Music Programs. VPHS/ CVMS Vocal Music is an award-winning program that teaches lifelong skills in music and the pursuit of excellence. Your participation helps to fund the program and offset the cost of choir trips for the students.

YOUR TAX-DEDUCTIBLE REGISTRATION FEE INCLUDES

- ★ 10 x 10 outdoor space
- ★ Free coffee and a donut during set up ☺
- ★ Help with unloading and reloading your vehicle, if you like
- ★ Extensive promotion: online, local papers, school newsletters & more
- ★ A link to your web site on our boutique page at www.vpsings.com
- ★ You keep 100% of profit; we do not require a percentage of sales.

HOW MUCH DOES IT COST?

- ★ Priority Registration, postmarked by August 10, 2011:
In-line spaces are \$40 each. If you would like a corner space, please add \$10 to your fee. You may apply for more than one space.
- ★ Late registration (see conditions below): \$55, no corner option
- ★ All registration fees are non-refundable, unless the VPHS Boosters cancel the event. (see Rain Policy below)
- ★ Checks payable to VPHS Choir Boosters

HOW DO I REGISTER?

Please send your completed registration form, signed terms & conditions, a photo of your merchandise (if you have a web site, you can just provide the address) and your registration fee to:

**VPHS CHOIR BOOSTERS
c/o TANYA MUSQUEZ
18012 Wellington Circle
Villa Park CA 92861**

Registrations must be postmarked by August 10.

ACCEPTANCE

- ★ Acceptance into the boutique is at the sole discretion of the VPHS Choir Boosters. We will not cash your check until you are accepted. We will notify you of acceptance to the event no later than August 21. Notification and tax receipts will be sent via email.
- ★ It is our intention to accept as many vendors as possible, within the following framework:

- ✦ Previous participants will be accepted first (THANK YOU, REPEAT VENDORS!!)
- ✦ Quality of merchandise: we want great vendors! We will reject commercial vendors (i.e. tanning, travel agencies, wireless phone services, etc.) or vendors whose merchandise does not seem appealing to our customers.
- ✦ We will try to keep categories balanced, ie, no more than 20% jewelry vendors
- ✦ We will try to keep merchandise diverse. If two vendors with very similar merchandise apply, priority will be given first to the best quality product, then to the earliest postmark.
- ✦ We will accept direct sellers, but no more than one rep per company.

LATE REGISTRATIONS:

Any entry received with a postmark after August 10 will be considered a late entry. **Late entry fee is \$55** (no corner option). Late entries will be accepted at the discretion of the Boosters. Absolutely no vendors will be accepted after October 15.

RAIN POLICY:

This is an outdoor event. If rain is forecasted for the day of the event, the Boosters will watch the forecast and determine whether to proceed with the boutique. We will notify vendors via email 24 hours before the event if the event is to be cancelled. If we cancel, we will return your registration fee. **If we do not cancel and you don't show, you forfeit your fee.**

SPACE INFORMATION:

- ✦ Spaces are 10' x 10'. You provide your own tables, chairs, table covers, etc. A canopy is strongly recommended, as there is no shade. We are on asphalt, so please bring weights, not stakes.
- ✦ Sharing spaces is fine as long as you register appropriately. List business names and merchandise of both parties on your registration form.
- ✦ You may purchase more than one space and we will assign them in a block.
- ✦ Electricity is generally not available except to food vendors.

PARKING & ADMISSION:

Parking and admission are both free. Vendors are asked to park in the teacher's lot to the east side of the campus and leave the main lot open for customers.

ATTENDANCE & ADVERTISING:

Everyone asks, "How many people attend?" We apologize but we are unable to estimate, and because admission is free, we have no means of counting. This is our fourth year and the community is slowly becoming more aware of us. We do our best to promote the event via school newsletters, which are mailed and emailed to families of Villa Park High School and Cerro Villa Middle School students (combined student bodies exceed 5000) and many of the feeder elementary schools in the area. We advertise via several web sites, flyers and posters around local businesses, through social media and community groups. We alert the local media and typically are announced in three local newspapers, including the Orange County Register.

VPHS VOCAL MUSIC FABULOUS FALL BOUTIQUE VENDOR INFORMATION—TERMS & CONDITIONS

“We” refers to the VPHS Choir Boosters and “You” refers to accepted vendors. We reserve the right to remove, without refund, any vendor or merchandise that does not comply with the following conditions.

1. All merchandise must be appropriate for a family event.
2. We reserve the right to refuse merchandise that is not listed/ specified on your registration form.
3. Acceptance to the boutique and space assignments are determined solely by the Boosters.
4. No vendor registration is final without fee payment, registration form, and this signed agreement.
5. Bounced checks are subject to a \$25 processing fee.
6. Fees are non-refundable, unless we cancel the event.
7. If we need to cancel, we will notify you via email—check your email 24 hours prior to the event.
8. We reserve the right to change the boutique layout or space plan if necessary.
9. Sharing spaces is acceptable by prior approval only.
10. You must provide your own change.
11. Please do not sell food or beverages without prior approval.
12. You are responsible for supervising your booth at all times. We cannot accept responsibility for theft or damage.
13. Please do not arrive to the boutique before 7 am on October 22.
14. Please be ready to sell by 9 am sharp.
15. PLEASE DO NOT TEAR DOWN UNTIL 2 PM. Do not leave early; this is disrespectful to your fellow vendors and detracts from customers' experience at the boutique.
16. Please clean up your space and remove all trash.
17. No smoking on campus—this includes the parking lot and the boutique area.
18. No alcoholic beverages.
19. Vendors who do not comply with any of the above conditions will not be permitted to participate in future events.

Hold Harmless Agreement

In consideration of Villa Park High School (VPHS) and the Orange Unified School District (OUSD) providing for my use a vendor space, I agree on behalf of myself, agents and employees, to indemnify and hold harmless VPHS, OUSD, affiliates, agents, and officers and members against any and all claims arising from or related to my use of the facility which may occur in or around the facility. Or from claims arising out of the sale of goods and services, given or otherwise distributed by me at this event. I also further agree to defend at my cost any expenses arising from such claims. I understand that if I do not comply, I will forfeit my entry fee and participation in the VPHS Vocal Music Fabulous Fall Boutique. Refunds for spaces will not be made unless the boutique is cancelled by VPHS Choir Boosters.

I understand that my entry fee is non-refundable and non-transferable.

I have read and agree to the **VPHS Vocal Music Fabulous Fall Boutique Terms & Conditions.**

Signature: _____ Dated: _____

Name (please print): _____

**VPHS Vocal Music Fabulous Fall Boutique
2011 Vendor Application**

Your name: _____

Business name, if any: _____

Contact phone number: _____ Alternate phone: _____

Email address: _____ web address/ URL: _____

Please describe your merchandise: _____

Please check the appropriate categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Antiques | <input type="checkbox"/> Dolls | <input type="checkbox"/> Knitted items |
| <input type="checkbox"/> Aprons | <input type="checkbox"/> Flags | <input type="checkbox"/> Linens |
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Floral | <input type="checkbox"/> Quilts |
| <input type="checkbox"/> Books | <input type="checkbox"/> Furniture | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Garden décor | <input type="checkbox"/> Purses/ wallets |
| <input type="checkbox"/> Clocks | <input type="checkbox"/> Glass | <input type="checkbox"/> Scarves |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Health/ wellness | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Clothing: baby or children | <input type="checkbox"/> Holiday décor | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Clothing: teen or adult | <input type="checkbox"/> Home décor/ housewares | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Cosmetics | <input type="checkbox"/> Jewelry: handmade | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Crochet items | <input type="checkbox"/> Jewelry: manufactured | <input type="checkbox"/> Other: _____ |

Space reservations:

Number of in-line spaces at \$40 each: _____

Corner space at \$50 each: _____

Late registration at \$55, no corner option: _____

Please make your fee **payable to VPHS Choir Boosters.**

Send this registration form, along with your fee, signed terms & conditions, and a photo of your merchandise (or a URL address to view pictures online) to:

**VPHS CHOIR BOOSTERS
c/o TANYA MUSQUEZ
18012 Wellington Circle
Villa Park CA 92861**

Questions? Email fabulousfallboutique@gmail.com

Priority registration must be postmarked by August 10.