

## 2018 HOLIDAY BOUTIQUE - VENDOR GUIDELINES

The Boutique date is Saturday September 8, 2018

**Set up is Friday September 7th** in Building "C" (The Fellowship Hall)

**\*\*All vendors must make arrangements to set up Friday September 7, 2018 between 5-8pm\*\***

Saturday Schedule:

7:00 am- doors open for vendors

8:00am-3:00pm Open shopping Boutique

- Registration for returning vendors is June 23<sup>rd</sup>-July 27th
- July 28th, registration will then be open to the public; this means if you have not paid your vendor fee and someone else signs up with the same or similar product and pays, they will secure that spot and you may not be able to get a spot.
- Returning vendors: at the time of registration, you may not add additional items which are different from last year. You will need to send an email to me ([nicolriveraboutique@gmail.com](mailto:nicolriveraboutique@gmail.com)) with a request to add items.
- Returning vendors only need to fill out the application form that is required to pay for your vendor fee.
- Registration fee is \$30.00 (this includes your choice of a 6 foot or 8 foot table). You may purchase an additional table. However, you will have to pay an additional \$30.00.
- If for any reason you need to cancel, we will refund half the fee up until August 25th. After that time there will be no refunds!
- You must be able to stay for the whole Boutique on Saturday unless you sell out, in which case you must find me before you pack up.
- Space between, under and around tables is limited, so take that into consideration when deciding what items you would like to have on display. You may have a small rack/table behind your table but nothing bigger than 4 ft. If this is the case, you must let me know beforehand so I can place you accordingly.
- Advertising will be in the Redlands Daily Facts, Highland Community News, a banner on the corner of the Church, church bulletin, church website, and flyers around the community.
- This year we are going to be advertising on social media as well. However, we will need everyone's help in doing so. Once your fees are paid I will be sending you the logo so that you can place it your personal social media outlets.
- You must provide your own way to transport your items to and from the Fellowship Hall. We will not have access to carts to help you. There is an elevator available.
- There will also be no parking to load or unload in the area/lane behind Building "C". You must park in a parking spot and bring your Boutique items from there. After you have signed in and have your table number, there are additional entrances in which to bring your items. There is only one elevator entrance.
- Last year there were some vendors that used the square or other methods for credit card purchases. That worked out great, so it is up to you to determine what forms of money you will take. You may use a method that accepts credit cards. Please note that WiFi service is not guaranteed to be available.
- We will have security again this year, but please watch your table closely and let me know if you see anything suspicious. Unfortunately, we are not responsible for lost or stolen items.

Go online to: [ibchighland.org/cbvendor](http://ibchighland.org/cbvendor) to register. If you have any additional questions or need any more information, please contact me at 909-855-6619 or [nicolriveraboutique@gmail.com](mailto:nicolriveraboutique@gmail.com)

We want to thank you for participating this year. We are excited for you!

Looking forward to seeing you this year.

Nicole Rivera