

JASNA-Southwest Emporium

Saturday, December 14, 2024, 9:00 am – 3:00 pm

Vendor Application

Name _____

Street _____

City _____ State _____ Zip _____

E-Mail Address _____

Phone No(____) _____

Business Name (if applicable) _____

JASNA-Southwest is hosting a holiday emporium during our December 2024 in-person meeting. If you are interested in being a vendor, please fill out the Vendor Application and the Vendor Contract and return them via email AND send it to **MELISSA BUELL (email at bottom of page)**. The space fee can be paid on the day of the event either with cash or check. This event is open to guests of the JASNA-Southwest December event.

Vendors must have a paid ticket to attend the event. The boutique space is in the same room that we will be meeting in for our main speaking event. You are required to be there for the duration of the event.

Cost - \$10.00 per space. This application does not guarantee a spot. A committee will review your application, and you will be notified of the decision. If you are not chosen to be a vendor, your fee will be returned to you. We will only allow vendors who have created their own handmade items (especially items that are Regency Era/Jane Austen themed, Victoria Era themed, or Winter Holiday themed such as jewelry, crocheted and knitted goods, ceramics, wall art, dolls, hats, dresses, reticules, bonnets, gloves and so on.) Other items may include housewares, candles, lotions. No alcohol or food may be sold.

Local authors are also encouraged to sell their own books and sign them at the event. You must provide your own books.

All items sold must fit with our family-friendly atmosphere. Violent, offensive, or demeaning materials are not allowed. Vendors will be chosen on a “first come, first served” basis. Placement will be determined by the event committee. You will be notified of your assigned space when you arrive on the day of the event. You are allowed to share a table with another vendor.

The event will be held at the Whittier College Chapel on the campus of Whittier College. You must be able to transport your items from the parking area outside to the room in which the event is being held. You will need to move your vehicle to the campus parking area during the event. Parking fees are to be expected. Please see the JASNA-Southwest website or registration page for actual costs. You are responsible for selling your own merchandise, making change, providing wrapping, bags, boxes, etc. You must provide your display items, etc. You will be provided with a table and a chair. You may place items under the table and cover with a tablecloth.

Please describe the types of items you wish to sell at the boutique.

Applications will be accepted until the show is full or **November 14, 2024**, whichever comes first. Once you have been accepted as a vendor and your payment has been confirmed, there are **NO REFUNDS**. If you have any questions email us at: 4melissabuell@gmail.com

JASNA-Southwest Emporium

Vendor Contract

I, _____ (known as Vendor) do hereby release and HOLD HARMLESS JASNA, JASNA-Southwest, its officers, directors, members, agents, all other persons acting on its behalf, and Whittier College, from any and all causes of action, liability, damage, loss, expense, including attorney fees, court costs and Worker's Compensation claims arising out of the participation and performance of myself or any person(s) authorized by me or my organization, to transact business, volunteer, or participate in any activity for this event conducted on my behalf. I understand that no coverage is bound or in force. I accept full responsibility for any medical incident or injury to myself, or any person(s) conducting, promoting and transacting business and/or serving as any representative on my behalf.

I understand that I as the Exhibitor assume full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the Exhibitor's displays, equipment, or property brought upon the premises of the College. I further agree to indemnify, defend and hold harmless JASNA, its servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees arising out of the use of the premises excluding any liability caused by the negligence of JASNA, or its servants, agents, and employees. I also understand that the organization does not maintain insurance covering the Exhibitor's property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain such insurance.

I have read, understood and accept all terms stipulated in this contract.

Applicant's Signature: _____

Name (Print): _____

Date: _____

Office Use Only:

Amount: _____ Date Received: _____

Vendor Notified by: _____

Booth #: _____

General Emporium Information

Keep this section for your records

DATES AND LOCATIONS

Show Date: Saturday, December 14, 2024

Arrival at 8:00 a.m.

Set-up must be complete before 9:00 a.m.

Doors open at 9:00 a.m. for Social Hour

Tear down must be completed by 3:30 p.m.

You must stay for the duration of the event. It will be disruptive to the speakers to leave early.

Location: Whittier College Memorial Chapel

13406 E. Philadelphia St. Whittier, CA (address of the college)

Off of Painter Avenue and Philadelphia St. at the North end of the campus

(Please consult a map or GPS program prior to setting out on your drive to the location.)

Set-up: Saturday, December 14, 2024 from 8:00 a.m. to 9:00 a.m.

Application Deadline: November 14, 2024 or until the event is full

Space fee - \$10.00 paid by check or cash on the day of the event

Other activities going on that day:

There will be two speakers. Please keep in mind that you should not disrupt the speaker with your sales. You can sell before the speaker begins at 10:00 a.m., at the break in the morning, and after the conclusion of the event.

Please advertise your booth / the event on your social media pages.

For more information and to send in your application:

E-mail: Melissa Buell -- 4melissabuell@gmail.com