



Deck the Palms

Friday, November 3, 2017 | VIP Reception 6:00-9:00 p.m.
Saturday, November 4, 2017 | Marketplace 9:00-4:00 p.m.



Palm Beach County Convention Center
West Palm Beach

A Community Event Benefiting The:
JUNIOR LEAGUE OF THE PALM BEACHES, INC.
470 Columbia Drive, Building F
West Palm Beach, FL 33409



Deck the Palms Holiday Market November 3rd & 4th, 2017 Merchant Profile

Company name: _____

Years in Business: _____

Company name to appear in printed materials: _____

Do you have a storefront? Yes _____ No _____

Contact Name: _____

Phone Number: _____ Cell Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

*Email Address: _____

(*primary means of communication)

Website (if applicable): _____

Business Facebook Page _____

Business Instagram Account _____

How did you hear about Deck the Palms Holiday Market? (If you were referred by a J.L.P.B. member, please list her name): _____

BOOTH RESERVATION:

10'x10' booth \$350: _____ 10'x10' corner booth \$400: _____

Deck the Palms Merchandise

Price range for majority of merchandise (pick one)

- \$5-50 \$20-75
 \$50-150 \$75- 200+

Shows/ Fairs/ Conventions participated in: (please indicate number of years and if any were Junior League events)

Brief description of merchandise for marketing purposes: (15 - 20 words): _____

In order to avoid placement adjacent to similar merchandise, please provide a brief but detailed description of the Merchandise to be sold, including specific brand lines on a separate sheet. Indicate below what percentage of merchandise you will have in your booth, i.e. 20% Apparel, 80% Holiday Decor, etc.:

_____ Women's Apparel/Accessories	_____ Men's Apparel/Accessories	_____ Jewelry
_____ Pet Gifts	_____ Holiday Décor	_____ Health/Beauty
_____ Children's Apparel/Accessories	_____ Collegiate Merchandise	_____ Novelty Gifts
_____ Gourmet Food*	_____ Home & Garden Decor	_____ Other (please specify)

**Food/Beverage Vendors: If you plan to provide samples of your product to shoppers, PBCCC requires you to fill out paperwork that needs to be approved before the event. Please contact an event Chairperson for details.*

Attach or email photos, brochures or catalogs of merchandise for sale at your booth. Emails may be directed to DTPmerchants@jlpb.org and include company name in the subject line. Any merchandise you plan to show must be listed above. The Junior League reserves the right to ask Merchant to remove any items from the booth that are deemed vastly different from those described in this contract.



Deck the Palms Holiday Market

Deck the Palms Holiday Market Location: Palm Beach County Convention Center ("PBCCC"), 650 Okeechobee Blvd., West Palm Beach, FL 33401.

Agreement:

The Junior League of the Palm Beaches ("Junior League"), a not-for-profit organization, hereby agrees to furnish Merchant space for the display and sale of Merchant merchandise at the 2017 Deck the Palms Holiday Market to be held at the PBCCC, 650 Okeechobee Blvd., West Palm Beach, FL 33401. The dates are November 3 and 4, 2017. Participation in the event is subject to the conditions set forth as follows:

JUNIOR LEAGUE OBLIGATIONS

1. PREMISES

Set-up/Move In. The Junior League reserves the right to assign a time block for the Merchant to arrive and set-up its merchandise at PBCCC. This assignment will be at the sole discretion of the Junior League in order to insure an orderly and smooth set up. Time blocks will be available on Friday, November 3, 2017, with all merchant set up and complete no later than 5:00 p.m., so the VIP Party can commence at 6:00 pm sharp. All Merchants must be open and operational for business from 6:00 pm – 9:00 pm on Friday, November 3, 2017. The Friday night VIP party is a soft opening for Deck the Palms. Vendors will be able to exchange merchandise and complete additional set-up on Saturday morning, starting no later than 7:00 am on November 4, 2017. All vendors must be open and operational for business by 9:00 am on Saturday, November 4, 2017.

2. SUPPLIES

- (1) 8 foot long table
- Paper Sign with Vendor's name and Booth Number
- Pipe and drape décor on walls
- Tablecloth & skirt; two chairs

Additional Supplies may be purchased – see Merchant Obligations for details.

3. CONVENIENCES

Two water bottles and snack bars will be provided at each booth, as well as complimentary coffee in the morning. The Junior League does not provide lunch, and the concession stand lines can be very long so a bagged lunch is strongly suggested.

4. CANCELLATION

The Junior League may cancel the Deck the Palms Holiday Market at any time at its sole discretion. In the event of cancellation by Junior League, Junior League shall refund all fees and deposits paid by the Merchant to Junior League. Junior League shall not be responsible to Merchant for any expenses or lost profit incurred by the Merchant as a result of the cancellation.



Deck the Palms Holiday Market

MERCHANT OBLIGATIONS

I. PREMISES

- **Set-up/ Move In:** The Merchant shall set up the booth on Friday, November 3, 2017 between 1:00 pm – 5:00 pm., at the time designated by Junior League as set forth in Section I above. If the Merchant has a conflict with the assigned set up time, the Merchant shall contact Deck the Palms Holiday Market Chairs immediately to reschedule. Junior League will make reasonable efforts to accommodate Merchant requests, but cannot guarantee alternative time to Merchant. Every booth must be completely set up by 5:00 p.m. on Friday, November 3, 2017. The VIP Party will commence at 6:00 pm on Friday, November 3, and end at 9:00 pm. Doors for Deck the Palms open promptly at 9:00 a.m. Saturday, November 4, 2017.
- **Take down/ Move Out:** The Merchant shall not begin take down or removal of merchandise until the close of the Deck the Palms Holiday Market at 4:00 p.m. on November 4, 2017 and must complete by 6:30 p.m. **If Merchant begins take down or removal of merchandise prior to the close of the Deck the Palms Holiday Market, the Merchant will incur a \$50 penalty, and this will jeopardize return invitation to the 2017 Deck the Palms Holiday Market.**

▪ **Holiday Market Merchant Hours**

The Merchant shall keep the Merchant's booth open for business as listed below:

- 6:00 p.m. – 9:00 p.m., Friday November 3, 2017
- 9:00 a.m. – 4:00 p.m., Saturday, November 4, 2017

2. FEES

- Merchant shall select from booth fees listed below:
 - 10'x10' booth- \$350
 - 10'x10' corner booth- \$400
 - Note: All booth fees include complimentary Wi-Fi
 - Additional Supply Items if needed: (Please note on application and email dtmmerchants@jlpb.org)
 - Electricity (\$89 / 10 AMP or \$129 / 20 AMP)
 - Additional Tables (\$12 / each)
 - Dedicated internet port, outside of complimentary Wi-Fi (\$99)
- All additional items may be purchased online at jlpb.org by the October 20, 2017 deadline.

- NSF or Returned Check charges: The Merchant shall pay \$25.00 for any NSF or returned check charges as well as any other charges incurred by the Junior League in connection with any returned check. Any payment made after an NSF or returned check must be made by cash or certified check.
- **Due Date:** All booth payments are due by Sunday, October 1, 2017. Rental rates can be paid online at jlpb.org. Booth space is only guaranteed if all payments are made by the above deadline. Booth locations are guaranteed to Merchants who reserved and paid in full by the May 1, 2017 deadline.



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3. CANCELLATION

The Merchant may terminate this agreement by giving written notice to the Junior League of the Palm Beaches, 470 Columbia Drive, Building F West Palm Beach, FL 33409, Attention: Deck the Palms Holiday Market or email at DTPmerchants@jlpb.org. Should Merchant terminate this agreement within 30 days of signing this agreement 50% of rental fees will be forfeited to the Junior League. After 30 days, ALL rental fees paid will be forfeited to the Junior League.

4. PREMISE USE

- Merchant shall not alter, modify, or deface the PBCCC premises or surrounding property in any manner. In addition no nails, hooks, tacks, or screws shall be driven into or affixed to any part of the premises.
- Merchant shall not remove or allow to be stolen the fixtures, improvements, equipment, or personal items located within or on the PBCCC Premises or surrounding property.
- Merchant shall not operate or bring onto the Premises any machinery, heating, cooking equipment, or appliances without the written consent of the Deck the Palms Holiday Market Merchant Chair.
- Merchant may provide a small sample of product if applicable. Any such type of request must be made in writing to the Deck the Palms Holiday Market Chairs prior to event and incur any additional permits if required by local or state governing agencies. Any food items purchased from Merchant may not be consumed on the premises per PBCCC policy.
- Merchant is responsible for cleaning up any leftover boxes, crates and packing materials at the close of the event. Failure to do so may result in not receiving a return invitation for the 2018 Deck the Palms Holiday Market.
(Note: this is for bulk items- normal trash in provided trash can will be emptied during the day and at the close of the event by PBCCC.)

5. NON-LIABILITY

The Merchant shall assume all risk with respect to the Merchant's merchandise and bear all expenses connected with the Deck the Palms Holiday Market and/or the PBCCC including, but not limited to, phone expenses, hotel accommodations, transportation to and from the event, parking or other associated vehicle costs, loading and unloading merchandise at the location, packing and unpacking of the Merchant's merchandise and any insurance thereon desired by the Merchant. The Junior League shall bear no liability for loss, theft, or damage to the Merchant's merchandise for whatever reason or cause. The Junior League shall bear no liability for any damage caused by the Merchant to the PBCCC. The Merchant shall be solely responsible for any costs associated with such damage.



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MISCELLANEOUS

1. Merchant Space. In order to ensure the overall success and continuity of the Deck the Palms Holiday Market, the Junior League reserves the right to assign space at the PBCCC at the sole discretion of the Junior League. Spaces will not be assigned until Merchant Contract and fees are paid in full and received by the Junior League.

2. Merchandise. The Junior League has not stated nor represented to the Merchant that other merchants will not be selling Merchandise that is not the same or similar to that of the Merchant, and the Merchant has entered into this Agreement/Contract with that understanding. The Junior League reserves the right to ask the Merchant to remove items for sale that the Deck the Palms Holiday Market Chairs determine to be vastly different from what was represented in the Merchant's Application.

3. Sales Tax. Current Palm Beach County sales tax must be charged on all over-the-counter sales. Merchants who are at Deck the Palms Holiday Market will be liable for collecting and remitting the appropriate sales tax where required.

4. Publicity. The Junior League of the Palm Beaches will publicize the Deck the Palms Holiday Market at its expense. The amount and method of advertising will be at the discretion of the Junior League, but will include: event marketing through PBCCC website and related publications, social media outlets such as Junior League website, Instagram, and Facebook page, and additional mass media advertising channels. Merchants are strongly encouraged to inform customers and other parties of the Deck the Palms Holiday Market and link them to our pages for updates.

5. Wrapping and Delivery. The Merchant shall supply all materials needed to package or box merchandise. Merchant shall have sufficient inventory on hand at all times during the event, and all such inventory will be contained within its display booth space. Merchant guarantees that all orders for merchandise accepted at Deck the Palms Holiday Market will be filled by Monday, December 5, 2017, unless the customer agrees to other arrangements, and indicated in writing. If the Merchant is unable to meet these demands, the Merchant will provide the customer with prompt notice of their inability to fill the order by December 5, 2017.

6. Profits. Vendors retain 100% of sales made during Deck The Palms and the Junior League does not take a share. All other JLPB profits realized by the event will be returned to the community through Junior League of the Palm Beaches Community Programs that focus on developing the potential of women, promoting voluntarism, and improving the community. Profits include but are not limited to, vendor booth fees, sales of merchandise, silent auction items, VIP ticket sales and other donations, etc.

7. Wholesale/Merchandise Dumping. Deck the Palms is a holiday shopping event that attracts local and national retailers with diversified merchandise ranging from apparel, accessories, edibles and home décor. The Junior League promotes fair competition, and frowns upon wholesale liquidation of merchandise at Deck the Palms. Any Merchant found selling merchandise significantly below MSRP (i.e. Wholesale) will be asked to cease immediately, and in the event of non-compliance, the Merchant booth will be shut down by security.

I, _____ have read the 2017 Merchant's Contract and Hereby agree to the conditions set forth therein.

Merchant Signature: _____ Date: _____

Print Name: _____ Print Company Name: _____

J.L.P.B. Office Use Only

Date Received: _____ By: _____

