



Friday, November 20, 2020 5:00pm to 9:00pm

Saturday, November 21, 2020 9:00am to 7:00pm

(Exclusive V.I.P. Access and Ticketed Princess & Pirate Experience:

Saturday, November 21, 2020 from 9:00 a.m. to 10:00 a.m.

Open to General Public: Saturday, November 21, 2020 from 10:00 a.m. to 7:00 p.m.)

Palm Beach Outlets | 1751 Palm Beach Lakes Boulevard | West Palm Beach, Florida 33401

A Community Event Benefiting the Community Programs of

THE JUNIOR LEAGUE OF THE PALM BEACHES, INC.

470 Columbia Drive, Building F

Palm Beach, Florida 33409

MERCHANT APPLICATION 2020

EVENT SUMMARY:

The Junior League of the Palm Beaches, Inc. (JLPB) invites you to apply to be an exhibitor at the 12th annual Deck the Palms Boutique Market. Deck the Palms is an annual holiday boutique market that is attended by several thousand community members, bringing together more than 130 local and international artisans, clothiers, jewelers, gifteries, culinary vendors, small businesses, and nonprofit organizations. It is a one-stop shopping opportunity with a decidedly Palm Beach flair that benefits the community projects of the Junior League of the Palm Beaches.

APPLICATION PROCESS:

All prospective merchants are required to submit a merchant application. The deadline to submit an application with payment in full to be accepted into the market is **Friday October 9, 2020**. We are pleased to announce that standard booth prices will remain the same in 2020 for the 3rd consecutive year and are additionally delighted to be offering a wider selection of new booth options.

CONTACT INFORMATION:

Legal Business Name: _____

Business name as it will be published: _____

Years in Business: _____

Do you have a storefront? Yes _____ No _____

Contact Name: _____

Phone Number: _____ Cell Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

*Email Address: _____

(*this will be JLPB's primary means of communication with you)

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 JLPB member, please list her name): _____

Is your business a: _____ Black-owned business _____ Women-owned business
_____ Veteran-owned business _____ Asian-owned business
_____ Latino-owned business _____ LGBTQ-owned business
Other: (please specify) _____

BOOTH OPTIONS:

10' X 10' Tent Booth Rental Package \$350 Includes the following:

- 10' X 10' tent with white canopy top
- 1 - 8 foot table with white tablecloth
- 2 chairs
- Access to lighting (light tower at event)
- Paper sign identifying Merchant's name and booth number for confirmation at move in

8' Table Rental Package \$150 (limited quantities available). Includes the following:

- 1 - 8 foot table with white tablecloth located with other merchants under a large tent
- 2 chairs
- Lighting (string lighting in tent)
- Paper sign identifying Merchant's name and booth number for confirmation at move in

Vendor-Supplied Tent Space \$250 (limited quantities available). Includes the following:

- Space for vendor to bring a 10' X 10' tent (tent must have a white canopy)
- Access to lighting (light tower at event)
- Paper sign identifying Merchant's name and booth number for confirmation at move in



Food Truck Space \$500 (limited quantities available). Includes the following:

- Space for food truck with room for generator
- Paper sign identifying Merchant's name and booth number for confirmation at move in

2020 Vendor Promotions and Discounts:

- A 10% discount will be applied for rental of two or more 10' X 10' booths (This discount excludes the 8' Table option)
- Vendors purchasing (3) 10' X 10' booth packages will receive an additional complimentary 10' X 10' booth (this discount excludes the 8' table option)

Vendor Sponsorship Opportunity \$100

New this year, the Vendor Sponsorship Opportunity entitles vendors to the following:

- Premium booth placement within their designated section chosen by the vendor on a first come first serve basis.
- Logo placement in the event program [business logos may be emailed in high resolution eps and jpeg format to dtpinfo@jlbp.org]
- Opportunity to giveaway a flyer or merchandise in 100 SWAG bags for the attendees of the VIP lounge at the market and to social media influencers.

Please indicate quantities of rental spaces and additional items/sponsorships:

____ \$350 10' X 10' Booth Rental Package (Apply a 10% discount if you are renting two or more 10' X 10' Booths)

____ \$150 Table Rental Package

____ \$250 Vendor Space Rental (Apply a 10% discount if you are renting two or more Vendor Spaces)

____ \$500 Food Truck Space

____ \$100 Vendor Sponsorship Opportunity

____ \$30 Extra 8' table

____ \$5 Extra chair

____ \$75 Tent side walls

____ \$60 String lighting* for 10' X 10' booth (only applies to 10' X 10' Booth Rental packages)

____ Complimentary 10' X 10' booth available with purchase of 3 or more 10' X 10' booths

Total Amount Owed _____



***Vendors are encouraged to supply their own battery-operated lighting and fans to minimize electrical cords**

MERCHANDISE DETAILS:

Price range for majority of merchandise:

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

Recent Shows/Fairs/Conventions participated in: *(please indicate number of years and if any were JLPB 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 the 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
____ Home & Garden Decor ____ Gourmet Food* ____ Other (please specify)

***Food/Beverage Vendors:** All vendors who wish to provide consumable samples of your product to shoppers or who will be selling food to eat at the event will be required to provide the Junior League of the Palm Beaches with evidence of liability insurance with a minimum policy limit of not less than \$1million dollars, each occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, broad form property damage, products and completed operations. In addition all vendors operating out of a vehicle will need to provide a \$500,000 in Auto Liability Insurance. All policies must indicate The Junior League of the Palm Beaches, Inc. as additional insured and certificate holder. Current occupational licenses with valid signatures must be displayed during the event. Vendors who do not submit required insurance at least (1) week prior to the event will not be permitted to load in on event day.

Weather: The vendor recognizes and acknowledges that this is an outdoor event and assumes all risk of weather associated with the event and will make no claim against the Junior League of the Palm Beaches if it is cancelled, delayed or curtailed due to weather.



NO REFUNDS DUE TO WEATHER ASSOCIATED EVENTS.

To complete application, attach or email photos, brochures or catalogs of merchandise. Emails may be directed to DTPmerchants@jlpb.org and should include company name in the subject line. Any merchandise you plan to show must be listed above. JLPB reserves the right to ask the Merchant to remove any items from the booth that are deemed vastly different from those described in this application.





DECK THE PALMS BOUTIQUE MARKET

MERCHANT AGREEMENT

Event Location: Palm Beach Outlets 1751 Palm Beach Lakes Blvd., West Palm Beach, Florida 33401.

Agreement:

The Junior League of the Palm Beaches, Inc. ("Junior League"), a not-for-profit organization, hereby agrees to furnish booth space to Merchant for the display and sale of Merchant's merchandise at the 2020 Deck the Palms Boutique Market ("Market") to be held at the Palm Beach Outlets 1751 Palm Beach Lakes Blvd., West Palm Beach, Florida 33401 on Friday, November 20, 2020 from 5:00pm to 9:00pm and Saturday, November 21, 2020 from 9am to 7pm.

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 Palm Beach Outlets. 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 20, 2020 between the hours of **8:00 am and 4:00pm**. Merchant must immediately notify the Junior League via email if they cannot arrive at their assigned move in time.

All merchant set-up must be completed no later than **4:00 pm** on Friday, November 20, 2020.

Merchants may arrive at the Palm Beach Outlets as early as 7:30 am on Saturday, November 21, 2020.

All Merchants must be open and operational for business on Friday, November 20, 2020 from 5:00pm to 9:00pm and Saturday, November 21, 2020 from 9:00 a.m. – 7:00 p.m.

Event break-down will take place on Saturday, November 21, 2020 from 7:00 p.m. to 9:00 p.m.

2. MATERIALS INCLUDED WITH EACH 10' X 10' BOOTH RENTAL PACKAGE

- (1) 10' X 10' White Tent
- (1) 8 foot long rectangle table with white tablecloth
- (2) folding chairs
- Access to lighting
- Paper sign identifying Merchant's name and booth number for confirmation at move-in

Any additional items outside of those listed above may be purchased for rental use upon request by merchant individually – see Merchant Obligations for details.

Please note that lighting towers will be available and used throughout the event space. If you feel this will not be enough lighting for your booth, we encourage merchants to purchase the additional string lighting supplied and assembled by our rental company. Otherwise you are encouraged to bring battery powered lighting.

MATERIALS INCLUDED WITH EACH 8 FOOT TABLE RENTAL PACKAGE

- (1) 8 foot long rectangle table with white tablecloth
- (2) folding chairs
- String Lighting
- Paper sign identifying Merchant's name and booth number for confirmation at move-in
- Table will be placed under a large tent with other vendors

Any additional items outside of those listed above may be purchased for rental use upon request by merchant individually – see Merchant Obligations for details.

NOTE: this booth is limited to only what can fit on the 8' table provided. Rolling racks, shelving or other items that can not fit on top of the table are prohibited and will be removed before the start of the show. There will be no access to additional lighting or electricity with the 8 foot table rental package. If you feel you will need additional lighting other than what is provided by the event, we encourage you to bring battery powered lights.

MATERIALS INCLUDED WITH EACH 8 FOOT TABLE RENTAL PACKAGE

- (1) 8 foot long rectangle table with white tablecloth
- (2) folding chairs
- String Lighting
- Paper sign identifying Merchant's name and booth number for confirmation at move-in
- Table will be placed under a large tent with other vendors



Any additional items outside of those listed above may be purchased for rental use upon request by merchant individually – see Merchant Obligations for details.

NOTE: this booth is limited to only what can fit on the 8' table provided. Rolling racks, shelving or other items that can not fit on top of the table are prohibited and will be removed before the start of the show. There will be no access to additional lighting or electricity with the 8 foot table rental package. If you feel you will need additional lighting other than what is provided by the event, we encourage you to bring battery powered lights.

MATERIALS INCLUDED WITH EACH 10' X 10' VENDOR SUPPLIED TENT BOOTH SPACE

- Paper sign identifying Merchant's name and booth number for confirmation at move-in
- Access to lighting

***Please note: vendor must supply a WHITE tent canopy with no branding and a white table cloth to cover all table surfaces.

Any additional items outside of those listed above may be purchased for rental use upon request by merchant individually – see Merchant Obligations for details.

Please note that lighting towers will be available and used throughout the event space. If you feel this will not be enough lighting for your booth, Vendor Supplied tents ONLY will be allowed to bring a quiet generator to run additional lighting in their booths. All generators must be approved by the merchant committee.

MATERIALS INCLUDED WITH EACH FOOD TRUCK SPACE RENTAL

- Large space for truck and generator
- Paper sign identifying Merchant's name and booth number for confirmation at move-in

Any additional items outside of those listed above may be purchased for rental use upon request by merchant individually – see Merchant Obligations for details.

Take down/Move Out: The Merchant shall not begin take down or removal of merchandise until the close of the Market at 7:00 p.m. on Saturday, November 21, 2020 and must complete by 9:00 p.m. **If Merchant begins take down or remove merchandise prior to the close of the Market, he/she will not be invited to return to the 2021 Market.**

Parking: On-premise parking is provided by The Palm Beach Outlets at no charge for set up on Friday, November 20 and during the Market operating hours. All vendor cars, trucks and trailers must park in a designated vendor area and be removed from the designated parking at the conclusion of the market on Saturday, November 21.



Boutique Market Merchant Hours

The Merchant shall keep the his/her booth open for business as listed below:

5:00 p.m. - 9:00 p.m. Friday, November 20, 2020

9:00 a.m. - 7:00 p.m. Saturday, November 21, 2020

3. FEES

Merchant shall select from booth fees listed below:

- 10'X10' booth- \$350
- 10'X10' vendor supplied tent/ booth - \$250
- *NOTE: the vendor provided tent must have a plain white canopy with no branding*
- 8' table \$150
- *NOTE: this booth is limited to only what can fit on the 8' table provided. Rolling racks, shelving or other items that can not fit on top of the table are prohibited and will be removed before the start of the show.*
- Extra table - \$30
- Food Truck Space - \$500
- A 10% discount will be applied for rental of two or more 10' X 10' booth packages
- Vendors purchasing 3 booths will receive an additional complimentary 10' X 10' booth
- Additional Supply Items: FOR GUARANTEED DELIVERY, ALL EXTRA ITEMS MUST BE REQUESTED AND PAID FOR AT LEAST 21 DAYS IN ADVANCE OF EVENT

(Please note requests on application and email: dtpmerchants@jlpb.org to confirm order details)

- Additional Tables (\$12/each)
- Additional Chairs (\$5/each)
- Tent side walls (\$75 per tent)
- String lighting (\$60 per tent)

Please note: This is an outdoor event and there will be limited access to electricity and no access to wifi. If you need electricity, you must make arrangements with The Junior League of the Palm Beaches and bring your own quiet generator. No vendors will be allowed to use a generator without permission.

- 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.
- **Fee Due Date: All booth payments are due in full by Friday, October 9, 2020.** Rental rates can be paid online through the JLPB merchant portal. Booth space is only guaranteed to Merchants who are approved and paid in full by the **Friday, October 9, 2020** deadline.
- Special booth requests, including reserving particular corner booths, must be made and confirmed through direct communication with DTPmerchants@jlpb.org.



4. CANCELLATION

The Junior League may cancel the Deck the Palms Boutique 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.

In the event that the Junior League of the Palm Beaches or the Palm Beach Outlets must cancel the market due to COVID-19 less than 30 days prior to the event, all fees and deposits will be applied to the 2021 Deck the Palms Boutique Market.

MERCHANT OBLIGATIONS

1. DEADLINES

Friday, October 9, 2020

Signed Agreement and Booth Fee Payment Deadline.

If your entire booth fee and signed agreement are not received by this deadline, your space will be forfeited with NO NOTICE and a merchant on the reserve list will be contacted to fill your space.

Thursday, October 22, 2020 (30 days prior to event)

Last day to cancel and receive a refund of 50% of the booth fee. After this date, no refunds will be processed.

2. PREMISES

Set-up/Move In: The Merchant shall set up the booth on Friday, November 20, 2020 between **8:00 am and 4:00 pm** at the time designated by Junior League as set forth in Section 1 of Junior League Obligations above. If the Merchant has a conflict with the assigned set up time, the Merchant shall contact Deck the Palms Boutique 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 **4:00 pm** on Friday, November 20, 2000. The Market will commence promptly at 5:00 p.m. on Friday, November 20, 2020 and then again at 9:00 a.m. on Saturday, November 21, 2020.

Overnight: The Junior League of the Palm Beaches has employed security and the event space will be fenced, secured and locked at **9:00 pm** Friday, November 20, 2020 and will remain locked until **7:30 am** on Saturday, November 21, 2020. ***Merchants are allowed to leave their merchandise at their booth overnight at their own risk.***

4. CANCELLATION

The Merchant may terminate this agreement by giving 30 days written notice to the Junior League of the Palm Beaches, 470 Columbia Drive, Building F West Palm Beach, FL 33409, Attention: Deck the Palms Boutique Market or email at DTPmerchants@jlpb.org. Cancellation for any reason, within 30



days of the event, will subject ALL rental fees and deposits paid to-date to be forfeited to the Junior League of the Palm Beaches, Inc. **Exhibitors who do not show and do not cancel will not be re-invited to subsequent Boutique Markets.**

5. PREMISE USE

- Merchant shall not alter, modify, or deface the Palm Beach Outlets 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 Palm Beach Outlets 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 Boutique 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 Boutique Market Chairs prior to the event and incur any additional permits if required by local or state governing agencies.
- 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 subsequent Deck the Palms Boutique Markets. (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.)
- No firearms, drugs or pets, with the exception of service animals, are permitted inside the Market.

6. 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 Boutique Market and/or the Palm Beach Outlets 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 or personal property for whatever reason or cause. The Junior League shall bear no liability for any damage caused by the Merchant to the Palm Beach Outlets. The Merchant shall be solely responsible for any costs associated with such damage.

ADDITIONAL TERMS

* APPLICANT MUST INITIAL/(Check Box) NEXT TO EACH ITEM ATTESTING THAT THEY HAVE READ AND AGREE.

1. **Merchant Space Assignment.** In order to ensure the overall success and continuity of the Deck the Palms Boutique Market, the Junior League reserves the right to assign space at the Palm Beach Outlets 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. **Absolutely no booth location changes will be made within 14 days of the event.**



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 Boutique Market will be liable for collecting and remitting the appropriate sales tax where required.

4. Publicity. The Junior League and the Palm Beach Outlets 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 The Palm Beach Outlet's website and related publications, social media outlets such as the Junior League's 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 Boutique Market and link them to the Junior League's pages for updates.

5. Privacy. The Junior League is committed to your privacy. We will not sell, rent or lease your information to third parties. The Junior League may share your data with trusted partners, including the Palm Beach Outlets to perform statistical analysis, send you email or postal email, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to you and they are required to maintain the confidentiality of your information.

6. 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 Boutique Market will be filled by December 21, 2020, 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 21, 2020.

7. Profits. Vendors retain 100% of sales made during Deck the Palms and the Junior League does not take a share. All other Junior League profits realized by the event will be returned to the community through the Junior League's 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, VIP ticket sales and other donations, etc.

8. Wholesale/Merchandise Liquidation. 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 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.

9. Personal Property Left Behind: Any items left behind, if found and the rightful owner able to be identified, will be mailed back upon request via USPS at the Merchant's expense. The Junior League does not maintain a lost and found during or after the event. Junior League does not guarantee return



of property left behind at the venue.

RELEASE

I hereby and forever discharge, release and hold harmless the Junior League of the Palm Beaches, Inc. and their agents, of and from, any loss or damage to my person or property while in the possession or under the supervision of the Junior League of the Palm Beaches, Inc. and the Palm Beach Outlets. I hereby consent to the enforcement of all the rules and instructions of Deck the Palms Boutique Market as set out in any and all letters of announcements and guidelines. The merchant agrees to abide by all rules and regulations set forth in this application.

With submission of this online application, applicant hereby certifies that I have read and I accept the conditions of the above acknowledgement. Applicant further certifies that all information that I have provided is true and correct. I authorize Deck the Palms and the Junior League of the Palm Beaches, Inc. to use my images, biography and information for publicity purposes and in advertising and event publications.

I, _____, have read the 2020 Merchant Agreement and hereby agree to the conditions set forth therein.

Merchant Signature: _____ Date: _____

Print Name: _____ Print Company Name: _____

