

# JASNA-Southwest Holiday Emporium

Saturday, December 2, 2023, 9 am - 4 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 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 use the Constant Contact link to pay your \$10.00 space fee. The link is found in the JASNA-Southwest Newsletter email and the JASNASW.org home page. This event is open to guests of the JASNA-Southwest December event. Vendors must have a paid ticket to attend the event. There will be snacks, drinks, and lunch served in the main dining hall. The boutique space is next to the dining hall. You are required to be there for the duration of the event.**

**Cost - \$10.00 per space.** Payment must accompany this application and vendor contract to reserve your spot. This application does not guarantee a spot. A committee review over your application, and you will be notified 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 such as jewelry, crocheted and knitted goods, ceramics, wall art, dolls, aprons, candles, lotions. **Local authors** are also encouraged to sell their own books and sign them at the event. You must provide your own books or have a relationship with Vroman's Books to supply your 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 UCLA Faculty Club. You must be able to transport your items from the parking area outside to the room in which the event is being held. (Unfortunately, we do not have a cart to help you.) You will need to move your vehicle to the campus parking area during the event for a fee. 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. The space is approximately 3x3 feet. 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. **\*Items must be "family friendly."**

---

---

---

Applications will be accepted until the show is full or **November 25, 2023**, 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 Holiday 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, UCLA, UCLA Faculty Center, 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 University. 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 2, 2023

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 4:00 p.m.

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

**Location:** UCLA Faculty Club

480 Charles E. Young Drive East. Los Angeles, CA 90095

**Set-up:** Saturday, December 2, 2023 from 8:00 a.m. to 9:00 a.m.

**Application Deadline:** November 25, 2023 or until the event is full

**Space fee - \$10.00 paid online via our Constant Contact link**

### **Other activities going on that day:**

There will be two speakers as well as a performance. Please keep in mind that you should not disrupt the speakers or the performances with your sales. You can sell before the speakers begin at 10:00 a.m., at the break in the morning, during the lunch hour, and after the conclusion of the event.

## **For more information:**

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