

JASNA-Southwest Emporium

Saturday, February 24, 2024, 9 am – 1:00 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 February 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 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 February 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 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 Los Angeles City College (LACC) in the Student Union 3rd Floor Multi-Purpose Room. 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. ***Items must be "family friendly."**

Applications will be accepted until the show is full or **February 10, 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 LACC, 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, February 24, 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 1:30 p.m.

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

Location: Los Angeles City College (LACC) in the Student Union 3rd Floor Multi-Purpose Room.

855 N. Vermont Avenue, Los Angeles, CA 90029

Set-up: Saturday, February 24, 2024 from 8:00 a.m. to 9:00 a.m.

Application Deadline: February 10, 2024 or until the event is full

Space fee - \$10.00 paid online via our Constant Contact link (Click on "Vendor" when you register to attend the event.)

Other activities going on that day:

There will be one speaker. 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:

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