



ABOUT:

The Boutique offers a wide array of handcrafted goods that are unique and fun. Hosting this celebrated event, the Suzy Foundation is a non-profit organization dedicated to bringing hope, help, and support to families with special needs individuals.

The Foundation raises funds to help those families purchase assistive devices and/or therapies not covered by insurance. 100% of the vendor fees will go to the Suzy Foundation.

WHEN:

Sat., Nov. 2, 2019
Set-up: 7:30am
Boutique: 9am-2pm
Tear-down: 2-3pm

WHERE:

Tempe High School
1730 S. Mill Ave
(Parking lot off Mill)

FREQUENTLY ASKED QUESTIONS:

How to obtain an application? Visit www.suzyfoundation.com to download an application *OR* you can email suzyfoundation@gmail.com.

What are the vendor rental fees? \$35 for 10x10 space or \$40 for 15x10 space. Space is available on a first come, first serve basis. We accept check (*payable to Suzy Foundation*), Paypal, or cash.

How much space is provided? Space is a 10x10 (*size of a pop up canopy*) or 15x10 depending on vendor selection.

Where do I mail my application? If you don't submit via email, please print the application, fill it out and drop in the mail to: Suzy Foundation, P.O. Box 24877, Tempe, AZ 85285. The postmark deadline for applications is **October 19, 2019**.

What information is required as part of the application process? Applications must be filled out completely to be processed to be considered. Payment must be included with application. A description of product offerings must be included with application (*this can be a website link that shows your product*). Please include all products you plan to offer at the boutique.

Do I have to pay a commission to Suzy Foundation Boutique for the sales generated by my booth? No. The Suzy Foundation Boutique is a commission free environment. Therefore, you handle all purchases and transactions.

Suzy Foundation is doing raffle prizes again! Do you have an item(s) you'd like to donate? All proceeds from the raffle baskets will benefit Suzy Foundation. All items will be collected the day of the boutique. **Please note:** Donated items will receive additional exposure on our facebook page and in marketing materials.

Does the Suzy Foundation Boutique have a central cashier? No. All purchases and transactions are the responsibility of the vendor.

Is a table provided with booth rental? No. You must provide your own table.

Are table linens provided with booth rental? No. Tables are required to be covered and all vendors must provide their own linens.

Will I be able to pull up to my booth space? Unfortunately, we are no longer offering this service due to safety concerns. Please bring adequate wagons, helpers etc. to help carry your items. We will have volunteers available at set-up and tear down to help out.

What types of payment are accepted for boutique registration? Personal or business checks made out to the Suzy Foundation. All applicants will be contacted by email. If you are not accepted your payment will be voided.



If I submit the application and payment, am I guaranteed a space at the boutique?

No. Space is available on a first come, first-serve basis. Applications will go through a selection process in order to ensure that a variety of goods are represented as well as name brand vendors are not duplicated.

How long will the application process take? It may take up to 4 weeks to be approved or declined or added to a wait list for boutique admission. The Suzy Foundation will contact you via email to let you know if you've been approved or declined.

Where is the event being held? The event is outdoors at Tempe High School 1730 S. Mill Ave (Parking lot off Mill). Plan accordingly for the weather, it can be windy that time of year.

Can I get a refund if I cancel my booth rental? Sorry, we do not offer refunds for cancellations.

How can I maximize the potential for sales at the boutique? Vendors who have the greatest success have display tables that are creative and interesting. Merchandise that is simply 'stacked' does not seem to garner as much attention and interest. Also, vendors who stand in the booth and interact with patrons have much greater success than vendors who sit behind the booth and do not visit with the patrons.

How will you advertise the Suzy Foundation boutique? We share on social media, and engage in our audience for the event. We use our community page, as well as personal pages to share the event out. You may do this as well. We will create fliers to post in community businesses as well as do a Craigslist post, and City of Tempe promotion. With your help—this event can be a success! The more you help spread the word the more patrons will show up. As the time draws closer, we will send an email-able flier as well as our own email marketing newsletter about the event.

More questions?

Contact Jana via email at suzyfoundation@gmail.com



VENDOR APPLICATION

Please complete all parts of the application and mail, along with payment and description of your product or link to your website to Suzy Foundation at the address below. **Submission deadline: Postmarked Saturday, October 19, 2019.**

Applications received without payment included will not be discarded. Make checks payable to the Suzy Foundation. Email confirmation will be sent upon receipt of your application. **If you do not receive email confirmation within 10 days of application submission, contact Jana at suzyfoundation@gmail.com.**

VENDOR INFO:

Business Name:

Your Name:

Email Address:

Best Contact Number:

Facebook Page ID:

Instagram Handle:

Website:

List all items that will be sold at your table:

SPACE INFO:

Space is available on first come-first serve basis. *(Check one)*

10x10 space (\$35)

15x10 space (\$40)

Please indicate the top two spaces you would like based on the map on the next page. Please note that space is available on a first come first serve basis.

Choice 1 _____

Choice 2 _____

Any Available Space

Special instructions or requirements?

RAFFLE INFO:

Suzy Foundation is doing raffles again! We are requesting that each vendor donate an item for a raffle to benefit the Suzy Foundation. Please let us know if you are participating in the raffle by selecting below:

Yes, you can count on me No, I do not wish to donate an item

If yes, please describe the item you will donate:

All donated items will be collected the day of the boutique.

MAIL APPLICATIONS TO: Suzy Foundation, P.O. Box 24877, Tempe, AZ 85285

EVENT MAP

- BOUTIQUE BOUNDARIES
- VENDOR SPACE 15 x 10
- VENDOR SPACE 10 x 10
- RESTROOMS
- VENDOR SPACE UNDER AWNING 10 x 10

