

**Trenton Museum Society**

**Ellarslie Holiday Boutique**

**2017 Vendor Information and Application**

The Ellarslie Holiday Boutique will be held this year on Saturday, December 2nd from noon to 6 pm and on Sunday December 3rd from noon to 5 pm.

The Vendor Application is below. Please complete the application and return it to the listed address along with your application fee or email to sallytms@comcast.net and pay online at www.ellarslie.org. Please email digital photos of your work for promotional and advertising purposes as soon as possible. To be guaranteed a space and be included in any TMS advertising, the application deadline is September 8. After the deadline we may still accept vendors if space is available, however, we will be unable to maximize publicity if you submit after the deadline. TMS will confirm your participation once the applications have been processed.

Vendor Policies and Procedures:

* The participation fee is $75.00 for an 8-foot rectangular table-sized space. The participation fee will be paid by all vendors. Vendors are encouraged to bring their own tables. TMS has a limited number of tables available for $10 on a first come, first served basis.
* Each vendor will be responsible for set-up and staffing their own space. Set up will be Friday, December 1 from 3 pm – 7 pm, or Saturday December 2nd at 10 am (but you must be set up before the noon opening). All vendors are to remain actively participating until breakdown at 5 pm on Sunday December 3.
* All vendors are reminded that they must have a NJ sales tax number to sell merchandise in NJ. Vendors who have their own tax number will handle their own sales and collect sales tax. Vendors who do NOT have their own tax certificate will be allowed to sell merchandize through the museum store. TMS will not handle sales for you. You will be responsible to complete a TMS sales slip for each customer who will pay for your merchandise at the museum store. Both you and your customer will receive a copy of the sales receipt once the sale has been completed.
* In addition to the entrance fee, we ask the vendors selling their own merchandise to contribute 10% of their total sales to TMS. Vendors relying on TMS to sell their items through the store will be paid 85% of their total sales for the weekend by TMS.

We hope that you will take this opportunity to support the work of the Trenton Museum Society and help us have a successful boutique by becoming a vendor. Please let us know if you have suggestions for improving this annual event. Please return you application by September 8, 2017.

**Application**

**Due September 8, 2017**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participation Fee: $75.00

Table Rental: $10.00 8’ long \_\_\_\_\_ subject to availability

Total fee due $\_\_\_\_\_\_\_\_\_\_\_

Payment information: MAKE CHECKS POAYABLE TO: Trenton Museum Society

 PO Box 1034

 Trenton, NJ 08606

Phone: 609-989-1191 Attn: Sally Baxter

Or pay on-line at [www.ellarslie.org](http://www.ellarslie.org)

**Payment must accompany your application. For advertising purposes, please include a one-sentence description of your wares and email digital images to SallyTMS@comcast.net.**

Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ONCE ACCEPTED INTO THE ELLARSLIE HOLIDAY BOUTIQUE, I AGREE: To hereby release and forever discharge the Trenton Museum Society and its officers and from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Ellarslie Holiday Boutique. The Trenton Museum Society will not be responsible for any injury sustained by artists, vendors or guests while within the space designated for the afore mentioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products or of any of my other actions at the Ellarslie Holiday Boutique. I further agree to comply with all representations of this application and with all of the conditions and deadline set forth upon acceptance into the Ellarslie Holiday Boutique. I agree to leave my space as I found it, properly disposing of trash and all waste products and removing all of my equipment in a timely manner at the conclusion of the Ellarslie Holiday Boutique. I agree to pay for any expenses the Ellarslie Holiday Boutique may have incurred as a result of my not fully cooperating with the Trenton Museum Society.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Sally Baxter at SallyTMS@comcast.net or Jean Shaddow at Shaddow649@verizon.net for more information.

---------------------------------------------------------------

FOR OFFICE USE ONLY: Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No: \_\_\_\_\_\_\_\_\_\_\_\_ Confirmation Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_