



Trenton Museum Society Annual Holiday Boutique

2018 Vendor Information and Application

The Trenton Museum Society's Annual Holiday Boutique will be held this year on Saturday, December 1st from noon to 6 pm and on Sunday December 2nd from noon to 5 pm.

Attached is the Vendor Application. Please complete the application and return it to the listed address along with your application fee (\$10.00) and three digital images of your work, or email it to sallytms@comcast.net and pay application fee on line at www.ellarslie.org. Photos are necessary for vendor selection and may be used for advertising purposes. We also ask that you submit a photo of your space or details of your set-up so that we can more effectively allocate limited space. The application deadline is September 14. TMS will confirm your participation once all applications have been processed. Upon acceptance, your registration fee, guaranteeing a space, will be due within 10 days or you will forfeit your space to another vendor.

Vendor Policies and Procedures:

- The participation fee of \$75.00 is for a 10-foot space large enough for table space limited to 8 feet. Space will be awarded according to date of accepted applications. 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, November 30th from 3 pm – 7 pm, or Saturday December 1st 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 2nd.
- 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 merchandise 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 your application by September 14th, 2018.

Application
Due September 14, 2018

Name: _____ Business Name: _____

Phone: _____ Email: _____ Tax ID: _____

Application Fee: \$10.00 – due with application
Participation Fee: \$75.00 – due 10 days after acceptance
Table Rental: \$10.00 8' long _____ subject to availability

Total fee due \$ _____

Payment information: MAKE CHECKS PAYABLE 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

Application fee 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: _____