



**Diamond Lake District 76 PTO
2010 Holiday Boutique**

SAVE THE DATE

**Saturday, December 11th, 2010 (9am –
3pm)**

Place: Diamond Lake School

We are looking for Vendors!!

**Please call Mala Singh if you are
interested in being a vendor**

at

847-312-7549

or

malathisingh@yahoo.com

Please join us for the 2010 Holiday Boutique. This boutique is a fundraiser for the District 76 PTO. The event will feature unique items created by local artisans, products sold from home-based businesses, a fabulous raffle, and a bake sale. Registration is open to the public, giving priority to district residents. Please complete the attached application form and return it as soon as possible. If you know someone out of the district who might be interested in participating, please forward this along to them as well! It's going to be a wonderful event you won't want to miss!

Please refer to the "2010 Holiday Boutique Guidelines" for further details, found on the PTO website at www.district76pto.org.

2010 Holiday Boutique Guidelines

The 2010 Holiday Boutique show and sale will provide a widely advertised facility for the exhibition of unique arts and crafts and other products. The net proceeds from booth fees and raffle will benefit the Diamond Lake District 76 PTO. We would like to invite you to apply!

- 2010 Holiday Boutique will be held on Saturday, December 11, 2010 in Diamond Lake School, 25807 Diamond Lake Road, Mundelein, IL. Hours will be from 9a.m. to 3p.m. Set-up will begin on Saturday at 7 am. Take-down will begin on Saturday at 3:15p.m., with everyone out of the building by 4:30p.m.

- **APPLICATIONS:** Vendors wishing to apply may do so by completing a vendor application form. Send completed **APPLICATION FORM** and **BOOTH FEE** of \$45 to:

District 76 PTO
Attn: Holiday Boutique
25807 Diamond Lake Road
Mundelein, IL 60060

The District 76 PTO reserves the right to deny an application in order to ensure a balance is kept of the type of vendors present to give everyone a fair advantage. The first vendor to return their application of a certain business (i.e. Pampered Chef, Creative Memories, etc.) will be given rights, unless one of the applicants is a district resident in which they will be given first priority.

- **DEADLINES:** Applications due by November 19, 2010. All applicants will be notified of participation on or before November 19, 2010.

- **FEES:** Booth fees will be \$45 per Exhibitor. A donation of a raffle prize is also required from each vendor. This will entitle the Exhibitor to an 8x8 foot space and will include one 8' rectangular table, an assistant to carry your products into the school, lunch on Saturday, and local advertisement of the boutique! The booth fee of \$45 is due at time of application. Personal checks are acceptable (payable to District 76 PTO) and a full refund will be given to those vendors whose application is not accepted. If your application is accepted, the booth fee will not be returned and is non-refundable. Each vendor is responsible for their own checkout.

· CHECKOUT AND TAXES: Exhibitors are responsible for their own checkout. Exhibitors are responsible by law to pay any applicable sales tax collected.

· CANCELLATIONS: Any Exhibitor who cancels an appearance at the 2010 Holiday Boutique after October 23, 2010, will forfeit any fees already paid.

· DISPLAYS: Exhibitors are responsible for their own tasteful display. If you have a business which is primarily a catalog-based business, please have products to sell on-hand during the show as we believe this will benefit you. As respect for fellow crafters and the customers, NO booth should be dismantled until 3:15 on Saturday.

· LIABILITY: Exhibitors will assume full responsibility for their exhibits and forever discharge and waive the District 76 PTO, Diamond Lake District 76's board members, their trustees, their officers, their agents, their administrators, their volunteers, and their employees from any and all actions, cause of action, claims, and demands for upon or by reason of any damage, loss, or personal injury or illness which may be sustained by the undersigned on or about November 21, 2010 as a result of the undersigned's exhibiting or on attending the Holiday Boutique.

Questions or comments may be directed to Mala Singh at 847-312-75491 or malathisingh@yahoo.com.

**Thank you for your interest and we wish you the best of luck at the
2010 Holiday Boutique!**

2010 Holiday Boutique Vendor Application

Deadline November 19, 2010

| | |
|---|--|
| NAME: | |
| BUSINESS NAME: | |
| TYPE OF MERCHANDISE: | |
| ADDRESS: | |
| PHONE: | |
| EMAIL: | |
| WEBSITE: | |
| DISPLAY: (be specific about what merchandise and equipment you will be bringing) | |

***Included in your fee is one 8' rectangular table.**

___ I would like to rent an additional 8' rectangular table for \$40.

___ I do not need the 8' rectangular table provided to me - I have my own tables/display racks that I will be using in my 8'x8' space.

RAFFLE:

The Holiday Boutique is a fundraiser for the District 76 PTO. To make the event more successful, we will be having a raffle with donations from each vendor.

The item I will be raffling is _____ and retails for \$_____.

Please return this form along with your \$45.00 non-refundable space fee (checks made payable to District 76 PTO) to:

District 76 PTO
Attn: Holiday Boutique
25807 Diamond Lake Road
Mundelein, IL 60060

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