

American Canyon



## Vendor Agreement 2017 Holiday Boutique

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Phone/Text Number \_\_\_\_\_ Email Address \_\_\_\_\_

Types of Crafts/Merchandise: \_\_\_\_\_

### Terms and Conditions

1. The 2017 Holiday Boutique will be held from Friday, December 1 through Saturday, December 23. It will be in the Napa Junction Shopping Center, specifically 5055 Broadway (Hwy. 29), Suite 103, American Canyon CA—near the Round Table Pizza. The hours will be 11:00 am to 8:00 pm each day.
2. The Vendor is responsible for the following:
  - a. Provide quality crafts and merchandise for sale, and promote the Boutique via the Vendor's social media and other contacts;
  - b. Provide all equipment necessary to display and market the merchandise, unless other arrangements have been made with ACAF;
  - c. Ensure each item has a price tag with the price on it;
  - d. Help with staffing the Boutique. Based on the estimated number of vendors and the time open, we will need at least two days' worth of time (approximately 18 hours) donated in exchange for being a part of the program. This will include handling sales, either by cash, check or credit card. Training will be provided.
3. The American Canyon Arts Foundation (ACAF) will be responsible for the following:
  - a. The Boutique, including rent, insurance and credit card processing equipment;
  - b. Provide space for the Vendor to display their product;
  - c. Process payments, including sales tax;
  - d. Within 14 days after the close of the Boutique, ACAF will provide an accounting of sales and take a 30% commission on the totals sales by vendor. Vendor will receive the balance, paid by check or electronically via PayPal. ACAF will handle the sales tax payment to the State.
4. ACAF Board Member, **Jonette McNaughton**, oversees the Boutique and will handle questions or issues that may occur. She can be reached (phone or text) at (707) 812-2333.

***I agree to these terms and conditions.***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date