

## 2010 Convention Boutique Vendor Information

We are soliciting applications for vendors interested in offering merchandise with iris, gardening or nature in the design for sale during our convention. Merchandise that sold well at past conventions include jewelry, T-shirts, embroidered shirts, jackets, caps, ties, ceramics, note cards, prints and paintings.

The boutique is run similar to a consignment shop where vendors will provide a list of the inventory they are supplying to the “shop”. The Boutique committee will provide staff to display and sell your products for you if you do not wish to attend the convention and work your space. After the items are sold, the shop will reimburse the vendor for the items sold less 20% and any freight costs to return unsold items.

Space in the boutique is limited. To be considered as a vendor, please send information about the type of items you would like to sell and a photo of a representative sample of your wares, the price range of the items that will be in your booth, your space requirements, your contact information and any other pertinent information to the Boutique Chair listed below.

Once you have been approved as a vendor, you will be assigned a vendor number.

April 20 – Vendor will provide an approximate inventory list with prices to the Boutique Chair. Vendor will provide a complete inventory list with prices to the BC before setting up. If inventory is being shipped, a list must be included with the shipment.

All items must be tagged with your vendor number along with the price and item number or name that corresponds with your inventory list.

May 1 – Ship inventory to Boutique Chair by this date if you will not be attending the convention.

Vendor will provide display props if needed and boxes, wrapping tissue or newspaper for delicate or easily broken items.

Set up hours:

Monday, May 31 – 10:00 a.m. to Noon and 2:00 p.m. to 6:00 p.m.

Tuesday, June 1 – 2:00 p.m. to 6:00 p.m.

The Boutique Committee will insure the boutique room is secure whenever the boutique is closed for business.

Vendors will be responsible for payment of applicable sales tax.

Vendors may pack unsold merchandise between 9:00 p.m. and 10:00 p.m. Saturday, June 5<sup>th</sup> or Sunday June 6<sup>th</sup> between 8:00 a.m. and 10:00 a.m.

The Boutique Committee will pack and ship unsold merchandise to the vendor deducting shipping costs from the proceeds due. All shipping charges are the responsibility of the vendor. Please allow 2-3 weeks following the convention to reconcile the accounts and distribute proceeds minus costs described above to the vendors.

It is to be understood by all parties that neither the Boutique Committee nor the AIS are to be held liable for loss, damage or theft of items.

Kathleen Myhre – Boutique Chair  
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