

Self-Help Graphics & Art

3802 Cesar Chavez Ave.

Los Angeles, CA 90063

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www.selfhelpgraphics.com

Botanica de Amor February 9, 2008 12:00p.m. – 5:00 p.m.

Vendor Application

Criteria:

The Botanica de Amor sale is limited to arts & crafts made by the artist selling. (**Pictures of items to be sold are required with application.**) Due to the limited number of tables space available, please follow the application procedures below.

Availability:

Self Help Graphics & Art, Inc will be renting 15 vendor table spaces for the event on Saturday February 9, 2008. Applications will only be accepted Saturday, January 19th at 10:00 a.m. **One vendor application per person only.**

Items to be sold:

Please bring at least 1 image with your application that shows the sort of arts or crafts you will be selling at your table. SHG will retain a copy for their records to be used as verification at check in.. **No application will be accepted without an image.**

Cost:

The cost for one 6'x 30'' max space, with 3 feet of space behind the table for chairs, racks, and/or storage is **\$50.00**

Booth Amenities:

Vendors MUST supply **everything** including their own lights and tables.

SHG has a few. If you wish to borrow one from SHG, you must let us know when you turn in your application. We will then reserve one in your name. Since this event will be held in the main SHG gallery **NO nails will be allowed to be hammered into the walls.** Vendors will need to be creative in figuring out how to use the wall space behind them without hammering into the walls.

Logistics:

On the days of the event, Saturday, February 9, 2008, vendors must arrive for Check in and set up between 10:00 - 11 a.m. Loading and unloading will be conducted only at these specified times. Note, there will be NO PARKING inside the SHG parking lot for Vendors. If you park their to unload, you will be asked to move your vehicle before 12:00p.m. Please be on time. Table space will be pre-assigned in no particular order based on availability and amenities shared (when noted in advance). **No particular space request will be accepted on the day of event.** All vendors must stay until 5 p.m. Please leave your occupied area clean of all trash and items accumulated through out the event.

Vendor Application Deadline

Vendors should apply IN PERSON at Self Help Graphics & Art on Saturday, January 19, 2008 from 10 a.m. to 12 p.m. (noon). Applications will be accepted at these times **ONLY**. Thank you in advance for your cooperation and understanding.

Form of payment accepted:

Check, money order, or Cash. The vender fee in non-refundable and must be paid in full with your application.

Respect:

Self Help Graphics & Arts is a non-profit organization. The minimal fee’s collected for these vendor spaces go into the production of this event that is FREE to the community. We ask that everyone participating, either as a vendor or guest respect the space, the volunteers and the policies and procedures outlined above.

THANK YOU for participating in Self Help Graphics 1st Botanica de Amor event!

By signing this document, I agree to the above criteria. Self Help Graphics & Art is not responsible for the safety or insurance of any items belonging to the Vendor. Nor will Self Help Graphics & Art serve as storage for any items left by vendors. All payments are non-refundable. We reserve the right to refuse any vendors.

Signature _____ **Date** _____

Vendor Must initial the following:

- I understand that I must provide my own booth amenities (lights, extension cords, and table)

Initials: _____

- I understand that I will **not** be allowed to hammer nails into the gallery walls and will be held responsible for any damage if I do so.

Initials: _____

- I understand that if I am sharing my table with a vendor they must be listed in the vendor information portion of my application.

Initials: _____

Vendor Information (PLEASE PRINT CLEARLY!)

DATES YOU ARE SELLING _____ Saturday February 9, 2008

Name of Business _____

Address _____

City _____ State _____ Zip _____

Contact person _____ Title _____

Phone (_____) _____ Email _____

Description of items for sale _____

Are you sharing your Booth? Yes _____ No _____

If Yes, Please list out **SECOND vendor's** information and describe items being sold.

Name of Business _____

Address _____

City _____ State _____ Zip _____

Contact person _____ Title _____

Phone (_____) _____ Email _____

Description of items for sale _____

THIS AREA FOR SHG USE ONLY

Accepted _____ DATES: SATRUDAY FEBRUARY 9, 2008 _____

Reserve 1 SHG table _____

Form of payment _____ Amount _____

Employee initials: _____