



Desert Best Friend's Closet (DBFC) is hosting its fourth annual *Put Your Best Shoe Forward* luncheon and fashion show on **Friday, April 6, 2018**, at the Agua Caliente Casino Resort Spa. We anticipate between 200 – 225 attendees. This event raises funds for our programs and services. Please complete the form if you would like to be a vendor at our event. Return form to Connie Golds via email: cgolds@bfcloset.org

Application deadline: March 29, 2018. Submitting this form **does not guarantee** a booth. You will receive an email notification of booth approval by March 31.

Company Name:

Mailing Address:

Phone: _____ Email: _____

Website: _____

Facebook: _____ Instagram: _____

Individual Contact Info:

Name: _____ Title: _____

Email: _____ Phone: _____

Type of product(s):

<input type="checkbox"/> Fine Art	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Craft	<input type="checkbox"/> Clothing
<input type="checkbox"/> Fabric Art	<input type="checkbox"/> Books	<input type="checkbox"/> Pottery	<input type="checkbox"/> Cards
<input type="checkbox"/> Sculptures	<input type="checkbox"/> Canvas Art	<input type="checkbox"/> Illustrations	<input type="checkbox"/> Other (please elaborate)

Additional Information: _____

Desert Best Friend's Closet 74040 Highway 111, Suite F Palm Desert, CA 92260 Bfcloset.org

Education + Empowerment = Employment Success

Terms and Conditions

1. **Setup/ Break Down:** All Exhibitors must be set up and ready to sell by 10:30am the day of the event. Exhibitors may begin setting up at 9:30 am the day of the event. Break down can start no sooner than 1:45pm and must be completed by 2:30pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free.

2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until event ends at 1:30 p.m. The Desert Best Friend’s Closet is not responsible for merchandise or display materials.

3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Desert Best Friend’s Closet expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fashion show/luncheon.

4. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for event attendees. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.

5. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of Desert Best Friend’s Closet.

6. **Acceptance:** Desert Best Friend’s Closet reserves the right to decline any application for space if it deems such action to be in the best interest of our fashion show luncheon.

7. **Electricity:** is not available

8. **Tables & Chairs:** Each booth will be a standard banquet table with two chairs.

9. **Cancellation of space:** Please be respectful and notify the Executive Director ASAP if you are unable to set up your booth the day of our event. Empty tables are not very inviting.

10. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Desert Best Friend’s Closet from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney’s fees, arising out of or related to the operation of the Exhibitors at Desert Best Friend’s Closet’s “Put Your Best Shoe Forward” luncheon and fashion show.

11. Vendors are encouraged, though not required, to donate item(s) for our silent auction.

12. There is no fee to host a booth at Desert Best Friend’s Closet’s “Put Your Best Shoe Forward” fashion show and luncheon. We request 15% of your gross sales from the event. Payment should be made to Desert Best Friend’s Closet and needs to be received within 5 business days after the event (April 13, 2018).

Vendor Name

Vendor Signature/Date

DBFC Executive Director Signature/Date