



JUNIOR LEAGUE OF LOS ANGELES
Women building better communities®

July 11, 2010

Dear Prospective Vendor,

The Junior League of Los Angeles (JLLA) would like to invite you to apply to participate in our 85th Anniversary fall fundraiser, the *Harvest Boutique: Where Giving is Always in Style*. This festive event will be held on Sunday, November 21, 2010 at the Ritz Carlton, Los Angeles at LA Live. The 500+ attendees will have the opportunity to get a head start on their holiday shopping, enjoy a luncheon with friends and family, and learn more about JLLA and its community endeavors.

JLLA is comprised of more than 1,200 women who dedicate more than 60,000 hours annually to help improve the lives of thousands of Angelenos. JLLA has a rich history of developing and facilitating innovative programs for women and children that focus primarily on health and education. This year, JLLA has partnered with community organizations including Aviva Family and Children's Services, Children's Institute, Inc., Downtown Women's Center and Heart of Los Angeles (HOLA) to implement programs focusing on literacy, teen empowerment, nutrition, college mentoring and transitioning out of homelessness. All of the funds raised at our upcoming event will help to ensure the continuation of JLLA's vital work in the community.

The shopping boutique will be open to guests from **10 a.m. until 3 p.m.** We are seeking vendors to sell high-quality, unique products in a wide variety of categories and have found the retail price that has historically been most successful is up to \$150. If you are interested in participating in the 2010 *Harvest Boutique: Where Giving is Always in Style*, please return the enclosed application by **August 23, 2010**. You will be notified via e-mail or letter as to whether you have been selected as a vendor or have been put on a waiting list. If selected, a contract will be mailed requesting further information and payment. ***Please do not send any money at this time.*** Exhibit space assignments will be made after the participating vendors are finalized and the selection process is complete.

Please feel free to contact me with any questions. You may also visit our website at www.jlla.org for information. We look forward to receiving your completed application.

Best regards,

Katie Young
Harvest Boutique Chair
Junior League of Los Angeles
harvestboutique@jlla.org
Tax ID #95-2097254



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2010 VENDOR APPLICATION
Applications and Photos due Monday, August 23, 2010

Sunday, November 21, 2010 ~ 10:00am - 3:00pm
Ritz Carlton, Los Angeles at LA Live - 900 W Olympic Blvd, Los Angeles, 90015

VENDOR REQUIREMENTS

- ◆ Upon selection, vendors are required to pay an exhibit space fee, based on the determined location.
- ◆ Vendors are required to submit 20% of gross revenue generated at the 2010 Harvest Boutique.
- ◆ Vendors are responsible for staffing and set-up/tear down of their exhibit space.
- ◆ Vendors must comply with JLLA central cashiering procedures.

VENDOR SUBMISSIONS

To be considered in the 2010 Harvest Boutique selection process, please include the following in your submission packet:

- ◆ Completed Vendor Application
- ◆ Merchandise Photos and Pricing Guide
- ◆ Exhibit Photos
- ◆ Any brochures or marketing materials you think might be helpful for us to learn about your merchandise.

APPLICATIONS AND SAMPLES/PHOTOS MUST BE RECEIVED BY: *Monday, August 23, 2010.*

SUBMIT APPLICATIONS TO:
Junior League of Los Angeles
2010 Harvest Boutique Committee
630 North Larchmont Boulevard
Los Angeles, CA 90004
harvestboutique@jlla.org

Please note: Samples are optional at this time but may be requested upon review of your application to make the best selection. We will return any submitted items provided you send a return label and exact postage. Items sent without return postage will be donated to the silent auction.

Please DO NOT send money at this time. If you are selected as a vendor, a contract with payment amount due and conditions will be sent to you. Submission of this application does not imply acceptance for the Harvest Boutique 2010. Exhibit spaces are determined by JLLA.

DEADLINES

- ◆ **Vendor Applications Due – August 23, 2010**
- ◆ **Vendors Notified of Their Selection – September 15, 2010**
- ◆ **Contracts and Payment Due from Accepted Vendors – October 1, 2010**



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VENDOR PROFILE

Company: _____

Contact Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

E-mail: _____ **Website:** _____

DESCRIPTION OF MERCHANDISE

Please provide a detailed description and price range of your merchandise (any merchandise you plan to show must be listed below):

Will you be selling packaged food? Yes No Do you plan to give out food samples? Yes No

Please give percentages of the merchandise you will exhibit. (Ex. 80% Jewelry, 20% Ladies clothing)

_____ %	Accessories	_____ %	Food/Beverage	_____ %	Kitchen	_____ %	Pets
_____ %	Art	_____ %	Gifts	_____ %	Ladies' Apparel	_____ %	Seasonal/Holiday
_____ %	Books	_____ %	Home Décor	_____ %	Men's Apparel	_____ %	Silver
_____ %	Children	_____ %	Jewelry	_____ %	Outdoor/Garden	_____ %	Stationery

If other, please specify: _____

PHOTOS AND MARKETING MATERIALS

Please provide photos of your merchandise AND photos your display at a previous boutique/fair. Since exhibit presentation is very important, the photographs should accurately represent the manner in which you plan to display your merchandise. These items will not be returned unless a return label and exact postage accompany. We reserve the right to accept all or part of your merchandise in the selection process.

ADDITIONAL INFORMATION

Please list any extra service you provide for your customers (personalizing, special orders, etc.):

Please list any shops that carry your product:



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Please list previous shows and charity events in which you have participated:

SHOW	LENGTH OF SHOW	UNIT SALES	REVENUES

How did you hear about Harvest Boutique?

EXHIBIT SPACE PREFERENCE

Please indicate your desired exhibit space:

- Standard Double – Two 6' Tables \$300
- Standard Single – One 6' Table \$200

Each exhibit space includes a chair and signage. Electrical outlets are available on a limited basis in the boutique space. Vendors are responsible to provide their own extension cord and tape to secure it.

Does your exhibit set-up require electricity? Yes No

VENDOR SPONSORSHIP OPPORTUNITY

A \$1,000 Vendor Sponsorship includes:

- ◆ One premium exhibit space
- ◆ Opportunity to place flyer/product (subject to approval) in all attendee goodie bags
- ◆ Recognition as a Vendor Sponsor on all invitations, collateral materials and JLLA website

Are you interested in the vendor sponsorship? Yes No

Your interest will not affect the outcome of the application.

Upon approval of your Application, a contract outlining payment amounts, terms, and conditions will be sent. Please **DO NOT** send money at this time. This Application is for review purposes only. Submission of this application **does not** imply acceptance for the JLLA's 2010 Harvest Boutique.

Applicant's Signature _____ Date _____
(Signature is not necessary for electronic submissions.)

Thank you for your submission!