

6th Annual

Suzy Foundation Boutique

Saturday, December 3, 2016

Welcome to the Suzy Foundation Boutique!

The boutique offers a wide array of handcrafted goods that are unique and fun. Hosting this celebrated event, the Suzy Foundation is a non-profit organization dedicated to bringing hope, help, and support to families with special needs children. The Foundation raises funds to help those families purchase their children's assistive devices and/or therapies not covered by insurance. 100% of the vendor fees will go to the Suzy Foundation.

Vendor Application - FAQ's

Please review all vendor information and criteria before submitting an application. **Submission deadline: Postmarked Saturday, November 19, 2016**

How to obtain an application?

Email Jana at: suzyfoundation@gmail.com or visit www.suzyfoundation.com

What are the vendor rental fees?

\$35 for 10x10 space or \$40 for 15x10 space. Space is available on a first come, first serve basis. Check (Made payable to Suzy Foundation) or Cash

How much space is provided?

Space is a 10x10 (size of a pop up canopy) or 15x10 depending on vendor fee

Where do I mail my application?

Suzy Foundation, P.O. Box 24877, Tempe, AZ 85285

What information is required as part of the application process?

Applications must be filled out in full to be processed and considered. Payment must be included with application. A website link or description of product offerings must be included with application for consideration. Please include all products you plan to offer at the boutique.

Do I have to pay a commission to Suzy Foundation Boutique for the sales I generate?

No. The Suzy Foundation Boutique is a commission free environment. Therefore, you handle all purchases and transactions.

Suzy Foundation is doing raffle prizes again!!

Do you have an item(s) you'd like to donate?

All proceeds from the raffle baskets will benefit Suzy Foundation. All items will be collected the day of the boutique. *If you donate an item(s) more advertising in preparation of and during the event will be dedicated to your booth.*

LOCATION

Tempe High School
1730 S. Mill Ave
(Parking lot off Mill)

Set Up: 7:30am

Boutique: 9am-2pm

Tear Down: 2pm-3pm

Does the Suzy Foundation Boutique have a central cashier?

No. All purchases and transactions are the responsibility of the vendor.

Is a table provided with booth rental?

No. You must provide your own table.

Are table linens provided with booth rental?

No. Tables are required to be covered. However vendors must provide their own linens.

What types of payment are accepted for boutique registration?

Personal or business checks made out to the Suzy Foundation. All applicants will be contacted by email. If you are not accepted your payment will be destroyed.

If I submit the application and payment, am I guaranteed a space at the boutique?

No. Space is available on a first come, first-serve basis. Applications will go through a selection process in order to ensure that a variety of goods are represented as well as name brand vendors are not duplicated.

How long will the application process take?

It may take up to 4 weeks to be approved or declined or added to a wait list for boutique admission. The Suzy Foundation will contact you via email to let you know if you've been approved or declined.

Where is the event being held?

We will be outdoors at Tempe High School 1730 S. Mill Ave (Parking lot off Mill).

Can I get a refund if I cancel my booth rental?

Sorry, we do not offer refunds.

How can I maximize the potential for sales at the boutique?

Vendors who have the greatest success have display tables that are creative and interesting. Merchandise that is simply 'stacked' does not seem to garner as much attention and interest. Also, vendors who stand in the booth and interact with patrons have much greater success than vendors who sit behind the booth and do not visit with the patrons.

Although not necessary, please consider purchasing a credit card reader. We are able to connect to the internet at our location. From past experience, we've discovered that a lot of shoppers have credit/debit cards on hand more so than cash.

How will you advertise the Suzy Foundation boutique:

We will advertise on Facebook, personal pages, flyers as well as Craigslist, City of Tempe, and Scottsdale email.

You help make this event a success as well. The more you can help spread the word the better success for all. As the time draws closer, a flyer will be created for all of you to send out to your contact lists.