

## Application for Vendor Booth

Contact Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Tax I.D. Number (if applicable): \_\_\_\_\_

How did you hear about the King of Kings Holiday Boutique? \_\_\_\_\_

**Vendor Category** -- check all that apply:

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Jewelry                    | <input type="checkbox"/> Fiber Arts  | <input type="checkbox"/> Fabric Arts    |
| <input type="checkbox"/> Clothing                   | <input type="checkbox"/> Cards       | <input type="checkbox"/> Paper Crafting |
| <input type="checkbox"/> Soap / Personal Care       | <input type="checkbox"/> Books       | <input type="checkbox"/> Woodworking    |
| <input type="checkbox"/> Canvas Art / Illustrations | <input type="checkbox"/> Food        | <input type="checkbox"/> Home Decor     |
| <input type="checkbox"/> Direct Sales               | <input type="checkbox"/> Other _____ |   |

**Product Description** (Clearly describe all products you will be displaying and selling):

---

---

---

**Space Request:** (\* = # needed)

- |                        |   |
|------------------------|---|
| * _____ x \$40 = _____ | <b>8' x 6' Booth Space</b> (works well for a single table)            |
| * _____ x \$50 = _____ | <b>10' x 8' Booth Space</b> (works well for 2 tables in an 'L' shape) |
| * _____ x \$10 = _____ | <b>Table Rental</b> (8' table)  |

**Final Total** \_\_\_\_\_

Y or N **Electrical Access** (based on space availability and first come, first served -- limited access)

\_\_\_\_\_ **Number of Chairs**

**Special Requests:** *You will be notified when your application is processed if you can be accommodated.*

---

---

---

---

**Please include a sketch of your booth layout:** Include any clothing racks, grid walls, tables, or other displays.

**NEW VENDORS must submit a photo/s for their application to be processed.**  
**RETURNING VENDORS do not need to submit photos unless offering new items.**

Photos may be emailed to [boutique@kingofkingswoodbury.org](mailto:boutique@kingofkingswoodbury.org). Applications with payment enclosed should be mailed to:

De Granstrom  
King of Kings Lutheran Church  
1583 Radio Drive  
Woodbury, MN 55125

## Vendor Terms and Conditions

15<sup>th</sup> Annual King of Kings Holiday Boutique --- Saturday, December 7, 2024 – 9:00 a.m.-3:00 p.m.

**READ BEFORE SIGNING. Must be submitted with application for consideration.**

Questions? Contact [boutique@kingofkingswoodbury.org](mailto:boutique@kingofkingswoodbury.org) or 651-738-3110.

- NEW VENDORS are required to submit a photo of your product(s) for sale. To ensure variety in our boutique, a limited number of vendors per product will be accepted. Photos may be submitted either via email or in print with your application. **Applications without photos will not be processed until photos are received.**
- Applications are reviewed by committee in the order they are received. Application reviews will begin on August 5, 2024. Applications are accepted based upon product selection, availability, and space request. You will be notified by email when your application has been processed.
- **Once your application has been approved, the application fee will be processed and is NON-REFUNDABLE.** If your application is not accepted, your payment will be returned to you by mail.
- Payment in full is required to reserve your space. Applications without payments WILL be processed and will have one week from notice of acceptance to turn in a payment to reserve your space. If payment is not received, the space will be released to another vendor.
- Set up for the Boutique is available from 4:00-6:30pm on Friday, December 6, and 7:00-8:45am on Saturday, December 7. THERE IS NO EARLY SET-UP. Doors will not open before 4pm on Friday or 7:00am on Saturday.
- All vendor vehicles must be moved to the north end of the parking lot prior to 8:45am on the day of the sale.
- **With the exception of working service animals**, animals will not be permitted into the building during the sale.
- Approved vendors must participate for the entire show (9am-3pm). THERE IS NO EARLY TEAR DOWN--Vendors may not tear down prior to 3:00pm. Tear down must be completed by 4:30pm.

## Participant Release of Liability

In consideration of being allowed to participate in any way at King of Kings Lutheran Church during the 15<sup>th</sup> Annual King of Kings Holiday Boutique on Saturday, December 7, 2024, the under-signed acknowledges, appreciates and agrees that:

1. The risk of potential loss and/or damage of personal property, although minimal, exists in participation of any event located on the church property of 1583 Radio Drive, Woodbury, MN.
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for all property left at aforementioned location.
3. I, for myself and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE King of Kings Lutheran Church, their Council members, congregation members and/or employees, WITH RESPECT TO ANY AND ALL loss or damage to property incident to my involvement or participation in the event of the 15<sup>th</sup> Annual King of Kings Holiday Boutique on Saturday, December 7, 2024 WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
4. I, for myself and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS all the above from any and all liabilities incident to the involvement or participation in the event(s) listed above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_