

UNLIMITED THOUGHT
LIFE ENRICHMENT CENTER®

Vendor Registration & Agreement

(All information must be provided at time of table reservation and payment)

Vendor Business Name: _____

Business Owner or Representative Name (please indicate which): _____

Phone number: _____ Email: _____

Facebook page: _____ Website: _____

Description of Merchandise and/or Services (as you would like to be promoted by our Marketing team)

(description also emailed to natalie@unlimited-thought.com; #13 in the agreements below)

Please Initial Each Item Below and Sign/Date the Agreement on the Page 3:

- _____ 1. Types of vendor merchandise will need to be approved by Unlimited Thought (UT) prior to, or at time of payment for the table. Any merchandise that can be construed to be negative is not allowed.
- _____ 2. Unlimited Thought will not be responsible for loss or damage of vendors' merchandise, equipment, or personal items.
- _____ 3. Unprofessional conduct, for example verbally disparaging other products for sale, or other individuals at the event, will require the vendor to leave the premises immediately without a refund.
- _____ 4. The vendor must be set up and ready at **9:45am Saturday** for pre-Fair Circle and Blessing. The store will allow vendors access to set up at 9:00am. Arrangements can be made to allow Friday night setup. If a vendor cannot set-up and vend by Fair opening, the vendor must notify UT in advance so that a placard indicating arrival time may be created. (Vendor No Show or Late Arrival Without Notification carries the following the consequences: 1st occurrence = warning; 2nd occurrence = lose opportunity to vend in following BMS Fair, 3rd occurrence = lose opportunity to vend at UT BMS Fair indefinitely).

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- _____ 5. Vendor must NOT park at the curb (directly in front of the stores). Parking is available adjacent to San Pedro or in the parking lot to the north of the store.
- _____ 6. Vendors are responsible for handling their own cash/check sales. UT does not provide change. In an emergency, cash sales can be processed at the front counter for 30% of the total sale. Payouts for these sales can be picked up the day after the fair.
- _____ 7. If the vendor cannot process credit cards, credit cards can be processed at the front counter for 30% of the total sale minus credit card fee. Payouts for these sales can be picked up the day after the fair.
- _____ 8. Tables and locations are on a first come, first served basis.
- _____ 9. Tables sizes and pricing:
- 8 Ft X 2½ Ft Table \$75/per day \$125/both days**
6 Ft X 2½ Ft Table \$60/per day \$100/both days
3 Ft X 3 Ft Table \$35/per day \$60/both days (card table)
- _____ **Policy Change: We no longer offer a 70/30 split arrangement for vendors as of January 2019. (Please see items #6 and #7 and #11).**
- _____ **Policy Change: Your table is reserved only when payment is received, and your name/company will be added to the reserved list. (Consignees may use consignee credit to pay for tables. Please notify UT staff and/or Event Planner of this when reserving your table).**
- _____ 10. Display space available to vendors will be only the top of the table and the space immediately below the table.
- _____ 11. Vendors may share their tables with other vendors. The primary vendor will pay for the table in full. The second vendor must also submit a vendor agreement and product descriptions.
- _____ 13. An email with a short paragraph of items being sold must be sent to natalie@unlimited-thought.com (in subject line type Vendor Description) two weeks prior to Event. The vendor will be advertised in our newsletter, Facebook, Instagram, Website and other places for at least two weeks prior to Event.
- _____ 14. Vendors may not offer services that are in direct competition with our practitioners. If there's a question of conflict, please have a conversation with us.
- _____ 14. At the end of the last day of the fair vendors must have their table(s) cleared and be ready to depart by **6:30pm**.

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Agreements and Signatures

_____ I understand and agree to the above conditions.

Vendors participating in an event at UT will receive a 15% discount on UTB merchandise (not on consignment merchandise) during the days of the event in which they are participating.

_____ Signature _____ Date

Printed Name: _____

Address: _____

UT Representative Initials: _____