

## ***The Polka Dot Roadshow Seller Agreement Spring 2016***

**In order to be considered for The Polka Dot Roadshow, you must read and agree to the following. Please print this Agreement, sign and return it with your check payment. Upon application and acceptance, sellers are bound in agreement to the below terms.**

**Our Spring Roadshow will take place on Saturday, April 23<sup>rd</sup>, 10am-4pm for the general public. The roadshow location is Northpark Community Church. The address is 28310 Kelly Johnson Parkway, Valencia, CA 91355.**

### **Booth Cost:**

\$150 for a Standard 10x10 Booth Space

Everything must be contained within the space including any product, displays and the area for you to stand.

Payment must be made at the time that the application is sent in. Once the seller is accepted the check payment is non-refundable. If you are not accepted into the show your \$150 check will be shredded and not deposited.

*Your application is considered complete once you mail  
a check payable to Chris Fernandez and send it to:*

*The Polka Dot Roadshow*

*PO BOX 802666*

*Santa Clarita, CA 91380*

*Thank you!*

If you would like to be considered for more space than the standard 10x10, we have reserved a select amount at each market for multiple booths to be purchased. Please make a notation of that in the "Notes" section on the online application.

### **Booth Set-up and Take-Down:**

The location will be open the evening before and the morning of prior to the start of the event for set-up. All set up must be done 30 minutes prior to the opening of the roadshow to the public. Exact times for set up will be sent via email.

The doors may be open to "Early Birds" (a select number of shoppers that meet certain criteria) one hour before they are open to the general public. Details will be sent via email once this is confirmed.

Take-down must start after the close of the event and must be completed within one hour after the close of the event.

### **Seller Responsibility:**

Sellers are responsible for the necessary items needed for their space: tables, table cloths, display items, extension cords, décor, etc. Access to electricity and/or wall space is available upon request. Sellers are responsible for restocking inventory.

Sellers are required to man their booth throughout the duration of the show and process all transactions at their individual booths. All sellers will have their own internet access for payment services.

Sellers are encouraged to advertise their participation in The Polka Dot Roadshow via social networking such as Facebook and Instagram, etc.

### **The Polka Dot Roadshow's Responsibility:**

The Polka Dot Roadshow will do extensive marketing and advertising via social media and to local groups and organizations.

We will provide seller spotlight posts on our social media platforms including Facebook and Instagram (@thepolkadotroadshow).

We will provide 1-2 chairs per booth at no additional cost. A limited supply of tables are available at an additional cost of \$10. Please make sure to request these ahead of time as we will have this delivered to your booth space prior to your arrival.

Our location offers plenty of parking and restroom facilities.

We will offer sellers an optional boxed lunch that will be delivered to each booth during the show. A detailed email for opting into this will be sent once the seller has been accepted.

All sellers will be notified of their acceptance to the roadshow by Friday, March 11, 2016. We are not accepting applications for multi-level marketing/direct sales companies at this time.

**The Polka Dot Roadshow is not liable for lost, damaged items or theft.**

**I agree to the above information:**

X

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Full Name