



## HANLEY FOUNDATION HOLIDAY BAZAAR

SATURDAY, DECEMBER 5, 2020, 9 AM – 4 PM, AT MEYER AMPHITHEATER LOCATED AT 104 DATURA ST., WEST PALM BEACH.

*\*PENDING APPROVAL FROM MEYER AMPHITHEATER.  
ALTERNATE LOCATION WILL BE WITHIN 1.5 MILES.*

October 19, 2020

Greetings!

Hanley Foundation is pleased to be hosting our first Annual Holiday Bazaar on Saturday, December 5, 2020. As part of our annual fundraising efforts, the Hanley Holiday Bazaar proceeds will benefit substance use prevention programming throughout Florida.

We are committed to creating an exciting and successful event that will showcase unique and stylish merchandise across a wide range of categories. It is with pleasure that we invite you to participate in this event as a retailer and to showcase your products to our Hanley Foundation supporters and their guests.

Please confirm your participation by returning the enclosed contract by November 1, 2020. For additional information, please email Emily Nichols at [Emily@hanleyfoundation.org](mailto:Emily@hanleyfoundation.org) or call **561-268-2355**.

As the Chairs of Hanley Holiday Bazaar, we thank you for your enthusiastic participation.

With gratitude,

Tory Miller Casey

Stacey Leuliette

Kelly Rooney



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## VENDOR INFORMATION

Vendors may arrive for set up beginning at 6:30AM on Saturday morning, December 5, 2020.

Vendors will be provided with one 8' table and 2 chairs. A white tablecloth will be provided, and vendors are encouraged to bring overlays and displays for their table. Should you wish to bring additional items (i.e. rolling racks, stands, 10x10 pop-up tent), prior approval by the Foundation will be necessary. Some electrical outlets are available, but ***please advise if you will require outlets for display.*** Hanley Foundation will not assume responsibility for the Vendor's merchandise at any time.

All merchandise/display must be broken down and removed from the premises by 6:30PM on Saturday, December 5, 2020.

***Please confirm in advance, the number of representatives you will have on site each day.***

**In response to COVID-19, each vendor will be REQUIRED to wear a face covering during the entirety of the event and to practice proper social distancing as outlined by local regulations. Hanley Foundation will provide hand sanitizing stations throughout the park. All guests will be required (encouraged) to wear face coverings.**

## TRANSACTIONS

The Vendor is independent and is responsible for his/her own sales receipts, billing and credit card machine and cash requirements. The Vendor is also responsible for the collection and payment of any applicable sales tax.

The Foundation will provide three-part order pads that can be used, and it is the Vendor's sole responsibility to keep accurate records of sales. Whether sent via email or order slip. Every transaction must have a coordinating receipt to include vendor name, client name, item description, price and whether the item was taken or will be delivered at a later date. If you are using the order pad, customers shall receive the pink copy, vendors will retain the yellow and the Foundation will take the white.

Vendors may accept credit cards, checks and/or cash as they prefer. Please provide the Foundation with the final sales reports at check out. Vendors shall make a charitable contribution to Hanley Foundation, equal to 20% of gross sales. Charity contributions can be made to Hanley Foundation by check or credit card.

We look forward to a successful and enjoyable event for all. Please email [Emily@hanleyfoundation.org](mailto:Emily@hanleyfoundation.org) with any questions.



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### VENDOR CONTRACT

Thank you for agreeing to participate in Hanley Holiday Bazaar! We are anticipating a successful event and look forward to working with you. Please complete the vendor information below so we can reserve your space at our event.

#### **By signing this form, you agree to:**

- Donate 20% of ALL gross sale proceeds to Hanley Foundation. Vendor MUST bring a check with them on event day to pay the charity at the end of the event or pay via credit card.
- Pay a one-time booth fee of \$125 vendor space at the event by November 1, 2020.
- Provide your own table decorations, props, bags/packaging, and credit card processing.
- Opportunity to donate one item to the Silent Auction for upcoming Palm Beach Dinner.
- Not hold Hanley Foundation liable for any product damage or loss because of event participation.
- Vendor must run a credit card report on their hand-held credit card device at the end of the event and provide this receipt to Hanley Foundation. If order pad is being used, white copies will need to be returned to Hanley.

Vendor Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

The terms of participation are noted on the attached Hanley Holiday Bazaar – Vendor Information Sheet. By signing below, you agree to said terms, including a post event contribution of 20% of gross sales, items to be delivered and future orders, payable by check or credit card no later than 6:00PM on Saturday, December 5, 2020.

**So, we can begin to promote the event, please confirm your participation by returning this form as noted below, November 1, 2020.**

Vendor Signature: \_\_\_\_\_

The above contract is due by November 1. Please mail to the below address or email the completed forms to [Emily@hanleyfoundation.org](mailto:Emily@hanleyfoundation.org).

Hanley Foundation  
Attention: Emily Nichols  
700 South Dixie Highway, Suite 103  
West Palm Beach, FL 33401

*Important notice regarding COVID-19: Please note any interaction with the general public poses an elevated risk of being exposed to COVID-19 and we cannot guarantee that you will not be exposed while in attendance at the event. Hanley Foundation is not responsible for the health and safety of this event. We encourage you to follow the government safety policies, as well as local laws and restrictions. This event will be Rain or Shine and we do not offer refunds due to weather. \*\*\*\*There is a one-time, non-refundable charge of \$125 (NO exceptions).*