



**2016 Woodlands Academy Holiday Boutique**  
**NEW VENDOR APPLICATION**

**Vendor Information**

**Vendor Company Name:**

**Company Website:**

**Contact Name:**

**Phone:**

**Email:**

**Mailing Address: (street, city, zip)**

**Product Information**

**Please list the products you will offer at your table:**

**Please describe your products in detail including the materials they are made from, colors, styles and more so we can better understand the product offerings you plan to sell:**

**Product Mix**

**From the list below, please choose the top category that best describes your merchandise. If more than one category applies, please rank order them by the percentage of merchandise in each category.**

	Accessories/Gifts		Furniture		Kitchen Items		Tablewear/linens
	Antiques		Gourmet Food, Spices		Linens/Pillows		Toys
	Artwork		Holiday Décor		Men's Clothing/Access		Women's Accessories
	Bath, Body, Beauty		Home Décor		Men's Gifts		Women's Clothing
	Children's Accessories		Iron Ware		Sheets, bed linens		Women's Purses/Bags
	Children's Clothing		Jewelry (Antique)		Stationery/Gift Wrap		Women's Jackets/Wraps
	Foods: oils, sauces, jams		Jewelry (Other)		Sweets/Brownies, etc.		Wreathes other fresh
If other, please describe:							

**Product Price Point Range** Provide the price point range of your offering.

**Recent Show Participation:** List up to 3 shows you have participated in during the past 12 months and your gross revenues.

**Do you plan to take orders?** (Circle one) Yes or No

**Please attach a few pictures of your products or refer us to online photos (Facebook, Etsv, etc.)**

**Woodlands Academy Jury Process** The Winter Wonderwalk Boutique Vendor Selection Committee evaluates potential Holiday Boutique vendors as applications are received. Successful vendors will be offered a formal contract including exhibit rules, table fees and more along with a timeframe for acceptance.

**Show Hours of Operation:** The Holiday Boutique will run for three days (December 8, 9 and 10, 2016) as follows: Thursday, 5:30pm to 8:30pm, Friday 9:00am to 5:00pm and Saturday 10:00am to 2:30pm. Set-up details and more will be shared with Contract materials.

**Revenue Sharing:** In addition to a table fee, vendors agree to pay **fifteen percent (15%) of all gross sales to Woodlands Academy.** You will also be required to donate one item (with a minimum value of \$20 per rental tables you reserve) to be used in raffles and other promotional activities during the event.

Vendor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Application Preparer \_\_\_\_\_

**Please complete, sign and return via email to Kathy Fivelson at:**

**[kfivelson@woodlandsacademy.org](mailto:kfivelson@woodlandsacademy.org)**

**Woodlands Academy of the Sacred Heart  
Attn: Winter Wonderwalk  
760 E. Westleigh Road  
Lake Forest, IL 60045**

**Please note that submission of this form does not constitute a contractual agreement for booth space. A formal Boutique Vendor Contract will be sent to you after we have a completed our review.**