

# OHR HATORAH'S 2011 HOLIDAY BOUTIQUE VENDOR INFORMATION

**BOUTIQUE DATE AND TIME** - The 1<sup>st</sup> Annual Ohr HaTorah Holiday Boutique will be held at Ohr HaTorah Synagogue, 11827 Venice Blvd. Los Angeles, California 90066 (310-915-5200), on:

Saturday, December 10<sup>th</sup>, 2011 – 5pm – 9pm  
Sunday, December 11<sup>th</sup>, 2011 – 10am – 3pm  
Monday, December 12<sup>th</sup>, 2011 – 10am – 1pm

**SPACE FEES** - are \$25 for each 6 foot long by 4 foot wide space with one (1) 4 foot long by 2 foot wide table. Space fee is non-refundable. In addition to the space fee, twenty percent (20%) of all sales are retained by Ohr HaTorah. You may provide your own table, grids, shelves or other display items.

**SET UP** - will be from 3pm to 4:45pm on Saturday, December 10<sup>th</sup>. You will be notified of your assigned space with your acceptance letter. You **must** be set up by 5pm on December 10<sup>th</sup>.

**SPACE AVAILABILITY** – In order to accommodate the greatest number of vendors, we may not be able to meet requests for more than 2 spaces. You will be notified of the change with your acceptance letter.

**MANNING YOUR BOOTH** – Ohr HaTorah requires that you man your booth at all times. Our philosophy is that this enables you to speak directly to your customers, answer questions about your product, and SELL! We also prefer you be here for all three (3) days. Please understand that we can accommodate individuals who will not be here for all days but these booths may not be given premium spots.

**SALES TAX** - The appropriate sales tax must be added to all sales. The twenty percent (20%) of all sales which are retained by Ohr HaTorah is applied to the cost BEFORE tax.

**MERCHANDISE DISPLAY** - Please make your table as attractive as possible with a table covering and crates, shelves, or grids to display your merchandise vertically on different levels. Please make sure that your display is stable and will not fall over if it is bumped.

**LOST MERCHANDISE** – Ohr HaTorah cannot be responsible for merchandise that is lost, stolen, not tagged, or tagged improperly.

**CASHIERING** – Ohr HaTorah has a central cashiering system and funds are not to be exchanged between vendors and customers. Cash, personal checks, and charge cards (Visa and Mastercard) will be accepted.

**BAGGING PURCHASES** – Each vendor will be responsible for bagging every customer's purchase. Vendors will be responsible for clearly writing receipts. Vendor will write the customer's name or receipt number on a piece of paper and staple the bag shut. The bag may only be given to the customer when they return with a stamped "paid" receipt.

**SPECIAL ORDERS** – All special orders will be paid-in-full at the time of the order. You must give your customer a receipt with your name and phone number on it for the customer to keep. You must deliver all special orders to the customers at their homes or meet them at the location of your choosing, without involving Ohr HaTorah. Merchandise may not be left with or stored at Ohr HaTorah.

**CHECKS** – Checks must be received with vendor application and should be made payable to Ohr HaTorah.

**TEAR-DOWN** - After 1pm on Monday, December 12<sup>th</sup>. The last customer may be your biggest sale!

**RAFFLE DONATIONS** – Vendor is required to donate at least one item, with value donation being a minimum of \$20.00. Please bring a donation to the information table during vendor set-up or you may bring it to the raffle display table during the Boutique.

**FOOD** – Food and drinks will be sold at the Boutique for your convenience. You may bring a sack lunch or beverage if you wish, but there are no refrigerators available for your use. Use of the kitchen is strictly prohibited.

**QUESTIONS** - Please call the office at (310) 915-5200 or send an e-mail to [programs@ohrhatorah.org](mailto:programs@ohrhatorah.org).

## 2011 OHR HATORAH HOLIDAY BOUTIQUE VENDOR PROCEDURE FOR EACH SALE

1. Vendor will record information in receipt book. Vendor is responsible for recording necessary sales tax on the receipt on all orders. Receipts are to have the following information:
  - a. Vendor Name
  - b. Vendor Telephone #
  - c. Customer Name
  - d. Customer's Telephone #
  - e. Description of Merchandise
  - f. Sub Total
  - g. Sales Tax
  - h. Shipping charge (if applicable)
  - i. Grand Total
2. Vendor will give 2 copies of receipt to purchaser and retain one. The retained copy is to be affixed to the merchandise while it awaits pickup by customer. If merchandise is not picked up by the end of the event, the sale will be null and void. The vendor must turn in these voided sales by the end of the event to cashiers.
3. Customer will take the two receipts to the cashier. Cashier will stamp PAID on the two receipts and the cashier will keep one copy. Customer will return to the vendor with the remaining receipt marked PAID.
4. Customer will exchange the PAID receipt for their merchandise as well as the third copy of the receipt previously retained by the vendor. Vendors shall not give, trade, or exchange any merchandise that has not been purchased and PAID for at Ohr HaTorah.
5. Vendor shall be responsible for delivery to the customer of all items ordered at the Holiday Boutique.
6. Vendor must keep all receipts marked PAID until receipt of payment from Ohr HaTorah. Only in this way can we settle any discrepancies that may arise.
7. Any special orders shall be handled in the same manner.

# 2011 OHR HATORAH HOLIDAY BOUTIQUE VENDOR APPLICATION AND AGREEMENT

1. I, \_\_\_\_\_, will sell \_\_\_\_\_  
\_\_\_\_\_ (specify all items you will sell)

at the Ohr HaTorah Holiday Boutique on:

Saturday, December 10<sup>th</sup>, 2011 – 5pm – 9pm

Sunday, December 11<sup>th</sup>, 2011 – 10am – 3pm

Monday, December 12<sup>th</sup>, 2011 – 10am – 1pm

2. I understand that the setup is between 3pm and 4:30pm on Saturday December 10<sup>th</sup>, 2011. I will be set up no later than 4pm on December 10<sup>th</sup>. I understand and agree that tear-down will take place after 1pm on Monday, December 12<sup>th</sup>.

3. I agree that I will be responsible for setting up, taking down, restocking, monitoring, and personally selling my merchandise.

4. I understand that there will be CENTRAL CASHIERING and no funds are to be exchanged directly with customers.

5. I understand that, for cashiering purposes, (1) I will use a VENDOR NAME or NUMBER, (2) write clearly, (3) add the appropriate sales tax to every purchase, (4) adhere to the vendor procedure for each sale, and (5) not release merchandise to customers without seeing a stamped "paid" receipt.

6. I understand that the appropriate sales tax will be added to all sales and that I, the vendor, am responsible for paying my state sales tax.

7. I agree to donate twenty percent (20%) of my sales, INCLUDING SPECIAL ORDERS, to Ohr HaTorah. I understand that this amount will be deducted from my gross sales at the end of the Boutique. I understand that I will receive my portion of the gross sales plus collected sales tax within 10-12 business days.

8. I understand that all "special orders" will be handled using a paid in full method. I agree to give each special order customer a receipt with my name, phone number and email address. I understand that I am to make arrangements for delivering all special orders to customers myself and that Ohr HaTorah is not to be involved.

9. Please select your space and/or rental requests: (MAXIMUM 2 SPACES)

1 space \$25

2 spaces \$50

10. I would like to advertise in the Opening Night Welcome Bags by submitting the following:

Brochures

Business

Cards

Samples

*Items due by December 5, 2011.*

11. I understand that Ohr HaTorah will provide a chair, table, table cloth and 3-part receipt book per space and that I am responsible for any racks, packing materials, bags, pens, staplers, lights, mirrors, extension strips/cords, tape, bags and any other supplies I may need for the event.

12. I understand that it is my responsibility to forward all sales tax to the State Board of Equalization. I agree that Ohr HaTorah shall not, under any circumstances, be responsible for any claims, problems, liabilities, damages or losses arising from or involving defective merchandise, failure to deliver merchandise, claims regarding authenticity or warranties, or any other matter respecting merchandise offered or sold by me. I agree to defend and hold Ohr HaTorah harmless in all respects in these regards, including payment of all costs associated with the defense or settlement, and attorney fees.

