

# Costume College 2012 Marketplace

August 2 - 5, 2010

## DEALER APPLICATION FORM

Warner Center Marriott, 21850 Oxnard Street, Woodland Hills, CA 91367, (818) 887-4800

– PLEASE TYPE OR PRINT LEGIBLY –

Full Name of Dealer: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

California Resale Number (REQUIRED OF ALL DEALERS): \_\_\_\_\_

California State Board of Equalization's Special Events Certificate must also be filled out.

\*\*\*\*\*If you are a new vendor to Costume College, please submit photographs of your merchandise with your application\*\*\*\*\*

A brief description of your business and stock for inclusion in our program book and on our website (50 words or less, please):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MARKETPLACE FEES:

Booth Spaces: Approx 6' X 9". (Maximum of two spaces per dealer):

First Space, \_\_\_\_\_ @ \$150.00 = \$ \_\_\_\_\_

Second Space, \_\_\_\_\_ @ \$125.00 = \$ \_\_\_\_\_

Discount for Costumers Guild West Members (Only 1 discount per application): \_\_\_\_\_ @ \$20.00 = \$ \_\_\_\_\_

Purchase of booth space does not include rental of tables.

Please indicate how many tables you want for your booth space, \_\_\_\_\_ @ \$10 ea. = \$ \_\_\_\_\_

Insurance: The Warner Center Marriott requires that all vendors carry insurance. \_\_\_\_\_ @ \$50 = \$ \_\_\_\_\_

**TOTAL MARKETPLACE FEES: \$ \_\_\_\_\_**

- For additional information, contact Mela at (714) 223-1455; Email: [Missmela@aol.com](mailto:Missmela@aol.com) or contact
- Cat at (323) 855-6840; Email: [catslaterouat@gmail.com](mailto:catslaterouat@gmail.com)
- \*\*\*Please Note\*\*\*If you are emailing, please send it to both Mela and Cat. One of them will get back to you.

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

Please remember to include the following items with your application:

1. Check or Money Order payable to: Costumer's Guild West. And mailed to:

C/O Mela Hoyt-Heydon, 3887 Whistle Train Road, Brea, CA 92823

2. Copy of your resale license.

3. Photographs if you have never actually sold in our Marketplace. (These must be included)

4. Completed California State Board of Equalization's Special Events Certification Form.

5. Dealer Application signed and dated no later than 3/15/12.

# Costume College 2012 MARKETPLACE

## Important Marketplace Information – *Please Read Me Now!*

The selection of dealers participating in the Costume College 2012 Marketplace will be juried by the Costume College Board. This decision has been made in response to the request of attendees, in an effort to better meet the needs of the Costume College participants and to provide a greater variety of merchandise. If you wish to be considered for inclusion in the 2012 Marketplace, it is imperative that all of your paper work be completed and received **no later** than March 15, 2012.

All dealers will be limited to a maximum of two booths each. Each booth space will be Approx 6" X 9". Tables rented from the hotel will be provided with tablecloths and skirts.

Costume College will issue to each Dealer a maximum of two (2) "Dealer" ID badges. The badges will include the name of the business and must be worn by the dealer and all assistants at all times in the Marketplace. Additional badges may be requested for \$5.00 each, payable upon pick-up at Marketplace check in. Dealer badges **do not** include admittance to Costume College classes, the Gala or the Tea.

**INSURANCE:** The Warner Center Marriott requires that ALL vendor carry \$100,000 liability insurance. You may purchase it from the Costumers Guild West or if you intend to get your own policy, we **MUST** have a copy of it in hand no later than 7/1/2012. That is also the cut off for us to add you on to our existing policy. If you are providing your own insurance, please have the certificate state:

### ADDITIONAL INSURED:

Warner Center Marriott

21850 Oxnard Street,

Woodland Hills, CA 91367

AND

Any vendor(s) performing duties at the Warner Center Marriott on Consumer Guild West's behalf

Full payment for booth space, insurance and table rental must accompany your application. Dealer selection will take place by April 15, 2012. If you are not selected for the 2012 Marketplace, your check will be promptly returned in full.

Should the Dealer notify Costume College, in writing, of their intention to withdraw from the Marketplace AT LEAST 30 days prior to Costume College, all fees shall be returned less a \$25 per space administrative fee. Should such written notice occur less than 30 days prior to Costume College, all fees shall be forfeited.

### • **Marketplace Operating Hours for Costume College 2012 will be as follows:**

- **Friday, 08-03-12: 3:30 PM until 6:00 PM (Early Bird Shoppers' Charity Event.** Admission is by ticket only, to benefit the Costume College Scholarship Fund.)
- **Friday, 08-03-12: 7:45 PM** (following Orientation) until **10:00 PM (Grand Opening,** aka Feeding Frenzy)
- **Saturday, 08-04-12: 8:30 AM** until **5:00 PM**
- **Sunday, 08-05-12: 8:30 AM** until **5:00 PM**

**Dealer set-up will begin at 9:30 a.m. on Friday, and must be completed in time for Opening at 3:30 p.m.** Please note that the Friday opening for the Marketplace occurs in two phases. Although the Marketplace opens to the public at 3:30 p.m. on Friday afternoon, Costume College Dealers will have a 1 1/2-hour break for dinner between 6:00 p.m. and 7:30 p.m.

On Saturday, the Marketplace will be open to dealers only from 8:00 a.m. to 8:30 a.m. for daily setup. No one will be permitted in the Marketplace before 8:30 without a Dealer's Badge or a Committee/Staff badge.

Pack-out will begin at approximately 5:30 p.m. on Sunday, after the Marketplace has been closed to and emptied of all customers, **and must be completed by 8:00 p.m.** Your Marketplace Pack-out will not be complete until your booth space has been cleaned of all refuse and trash, and left in the same condition as found at Set-up. All table covers and table skirts shall be left on the table at the conclusion of the event. Lost or damaged table covers and skirts shall be

charged to Dealer at a rate of **\$25 each**. If trash is left in your space or it is not left in the same condition you received it in on Friday, you will be billed a **\$50.00 Cleaning Fee**.

Please note that you are renting a ***defined booth space*** within the Costume College Marketplace. Your booth perimeter will be clearly marked prior to Dealer Setup on Friday. All merchandise and displays must be located within your booth space to conform to Public Safety and Fire Regulations. If any items from your booth are found outside of your defined space, you will be required to rearrange your display to meet this requirement.

Costume College will comply with all local and state laws governing public safety, fire and earthquake standards and in particular the Van Nuys Fire Marshall's standards for conventions and public access. **No Marketplace table display can rise more than 7 feet (84 inches) from the floor.** All displays, either on tables or freestanding, must be self-supporting and reasonably resistant to tipping or collapse if accidentally jostled. No display materials of any kind can be posted on the walls. No pets or other animals will be allowed in the Marketplace AT ANY TIME (only licensed disabled-assistance animals will be permitted). Any dealer not complying with these rules (which also govern the layout of the room) can and will be asked to leave.

**The Costume College 2012 Marketplace is open to the general public, so feel free to spread the word to your friends and customers whether they are attending Costume College or not.**