

Vendor Profile

Please return this form and payment promptly to:

Christine Croissant
20 Stonehill Lane
Moreland Hills, OH 44022
216-659-3159
cmc@kikicroissant.com

Vendor Information for The Sunbeam Holiday Boutique Program

Name of Business: KEP Designs
Product Description (10 words or less for invitations) KEP Designs Jewelry offers ladies an instant transformation with elegance, taste and personal style.

NAME OF PERSON/PEOPLE ATTENDING (for nametags) List all names of anyone attending the show to help at your booth. The nametags are pre-printed and cannot be made the day of the show

Kelley King

How to fill out attached invoice

Fill in only the yellow highlighted input fields (*note – please do not attempt to make any changes to the unit price/amount columns – they are automated)

Please email the completed invoice back to Christine Croissant at cmc@kikicroissant.com

The invoice will calculate the total amount owed prior to the sale but only \$300 is needed to reserve your space. Note that July 1st is the deadline for the deposit. Please make checks payable to Vocational Guidance Services.

2019 Sunbeam Holiday Boutique

Vendor Contract

This Agreement is made this 10 day of 2S, 2019 between the Sunbeam Board of Vocational Guidance Services ("Sunbeam") and KEDesigns (PLEASE PRINT VENDOR NAME AS IT SHOULD APPEAR IN ANY PROMOTIONAL MATERIALS) ("Vendor") regarding Vendor's participation in the Sunbeam Holiday Boutique 2019 ("Show") on the terms and conditions set forth below.

The Show will be held at The Country Club, 2825 Lander Road, Pepper Pike, OH 44124
Phone: 216-831-9200 (the "Venue") according to the following schedule of events:

Wednesday, November 6, 2019 Set-up: The Venue will be available for set up from 9:00am to 4:00pm

Opening Night Cocktail Party: 6:00pm to 9:30pm

Thursday, November 7, 2019 Show open to the public: 10:00am to 9:00pm

Evening Shopping and Refreshments: 6:00pm to 9:00pm

Friday, November 8, 2019 Show open to the public: 10:00am to 3:00pm
Breakdown: 3:00pm to 6:00pm

Sunbeam will pay all of its costs to promote the Show and shall use its reasonable efforts to identify Vendor in its promotional materials. Vendor agrees that it will not participate in another show or similar event within a 50 mile radius of the Venue either 30 days prior to or 30 days after the show.

Immediately upon receipt of this contract, Vendor will pay to Sunbeam a non-refundable fee of \$300.00 to reserve an approximately 10 feet by 10 feet empty selling space at the Venue. Subject to availability and upon payment of the requisite nonrefundable fees, Vendor may reserve additional space(s) at the rate of \$175.00 per Space. The location of the space(s) will be at the sole discretion of Sunbeam. Sunbeam will make available to Vendor, at no additional cost, the use of one 8 foot rectangular table for the first space. Sunbeam will also provide Vendor with the use of tablecloths for each table included in Vendor's Space(s).

Vendor will be required to and is solely responsible for the setup and continuous staffing of its space(s) at all times during the Show. Vendor will not, without the express permission of the Venue's management, be permitted to move any furniture, pictures or decorations or to affix or hang any items from the walls, fixtures or decorations at the Venue. Vendor will be solely responsible for and liable to the Venue for any and all damage to Venue property arising from or related to Vendor's participation in the Show.

Although Sunbeam will provide a night watchman during the non-business hours of the Show, neither Sunbeam nor the Venue will bear any responsibility or liability for the security,

theft, loss or damage to any of Vendor's merchandise or property. Furthermore, Vendor will indemnify and hold Sunbeam, the Venue and its representatives harmless from any and all liability or losses arising from or related to Vendor's participation in the Show, including, but not limited to, any loss, theft, injury or damage to any person or property.

Vendor will use the sales receipt forms provided by Sunbeam to record all sales made by Vendor during the Show. Vendor will be solely responsible for and will collect and promptly remit to the appropriate authorities any sales tax due on its sales according to the provisions of Ohio Revised Code Section 5739 or other applicable laws. The current sales tax rate in Cuyahoga County, Ohio is 8%.

In addition to the Space fees specified above, Vendor will pay to Sunbeam at the close of the Show **on November 8, 2019** a contribution in an amount equal to or greater of 15% of Vendor's total gross sales of merchandise, including all special orders but excluding sales tax, during the Show. Vendor must pay the full amount of it Vendor's Contribution as directed by Sunbeam before Vendor departs from the Show. Vendor also will pay to Sunbeam, no later than December 1, 2019, an amount equal 15% of total gross sales of any additional merchandise ordered by Show customers within 30 days after the Show. **Please make all payments by check.**

This Agreement, together with payment of the full amount of all space fees and rental, must be signed and returned promptly to the following Sunbeam representative:

Christine Croissant, 20 Stonehill Lane, Moreland Hills, OH 44022

cmc@kikicroissant.com; 216-659-3159

All checks should be made payable to:

Vocational Guidance Services unless otherwise directed by Sunbeam.

The parties have executed this Agreement and agree to be bound as of the date first written above.

SUNBEAM BOARD

Christine Croissant

VENDOR

Name: Kelly King

Sunbeam Holiday Boutique, Vendor Chair

Title: Owner