



February 4, 2021

Dear Vendor,

After having to take a pause in 2020, the Arlington Heights Garden Club (AHGC) is preparing for our **2021 Garden Walk and Unique Boutique**, scheduled for Sunday, June 27, 2021. This annual event is the primary fundraiser for the AHGC with proceeds supporting our many community, educational and environmental programs. Hundreds of guests have attended this annual event which we plan to modify to ensure social distancing and applicable protocols for COVID -19. The Garden Walk features residential gardens located in all parts of town. The Unique Boutique and Raffle is held near downtown on the grounds of the Arlington Heights Historical Museum at 110 W. Fremont. The Boutique is set up in a quaint, park setting amongst gardens and historic buildings and is free admission to the public even if they do not attend the Garden Walk.

The Boutique showcases unique items for the home and garden. We require photographs of your products for promotional activities and will showcase you as a vendor on our website at www.ahgardenclub.com. We can use previously provided photographs of your products if you are a returning vendor. If you are a new vendor, please forward your application and photos (preferably via email) to me at the address below.

Diversity is important to our show. We reserve the right to limit the number of similar items sold at the Unique Boutique. Preference will be given to Unique Boutique alumni.

Don't miss the complimentary vendor's breakfast during set up which will be individually packaged and delivered to your booth!

We ask that you contribute an item for our raffle, but it is not a requirement.

Please review the Vendor Policies and complete the Vendor Application. You are welcome to submit your application and photographs either by e-mail or by mail. One important reminder: **your booth space is not guaranteed until your application has been approved AND payment received. Please make your check payable to AHGC and mail to the address below.**

Thank you for your interest in the Unique Boutique. If you should have any questions, please contact me.

Sincerely,

Barb

Barb Franks, Vendor Coordinator
Arlington Heights Garden Club
908 W. Campbell St.
Arlington Heights, IL 60005

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Email: barbarafranks908@gmail.com

VENDOR POLICIES

- This is a rain or shine event. Vendors are encouraged to come prepared.
- Booths will be spaced to allow distancing with walking in a certain direction and distanced encouraged with signage.
- Early-bird booth fee pricing is available at \$50/booth if payment is received by 4/30. Pricing is \$60/booth from 5/1-6/1.
- Once confirmed, no booth fee refunds will be given unless related to changes necessary due to COVID 19 protocols.
- All booths are 10 ft. x 10 ft. One vendor can purchase more than one booth.
- Vendors are expected to supply ALL of their own display equipment and materials. This includes tents, canopies, tables, chairs and other display units.
- Per ordinance, any tents or canopies used for the Boutique may NOT exceed 10 x 10 ft. in size. Vendors must identify their intent to use a canopy/tent on the application.
- Electricity is available on a limited basis for an additional \$5 charge.
- Booth assignments will be made by the Unique Boutique Coordinator. Returning alumni will be given consideration to preferences.
- Set-up time begins at 8 a.m. **Vehicles parked along the gates for unloading need to be moved to the commuter lot by 9:30 a.m. to allow parking for attendees.** The Boutique opens at 10 a.m. and closes at 4 p.m. You are expected to remain at your booth for the entire duration of the Boutique. Please remove all display items and equipment by 5:30 p.m.
- Booths are expected to be artfully organized and well-maintained. No clutter or packing boxes should be visible after set-up; therefore, we recommend tables be covered to the ground to provide adequate storage of materials.
- The exhibit space may be relocated if the Unique Boutique Coordinator decides this is necessary.
- In the event the exhibit area cannot be occupied or the show must be shut down for safety reasons, the Unique Boutique Committee will not be responsible for loss of business, profits or damage to vendor's property and no booth fee refunds will be given.
- Please consider donating an item from your product line to support our raffle.
- All vendor contact information will remain on the club web site until after the first of the year.
- The Arlington Heights Garden Club Garden Walk/Unique Boutique Committee shall obtain permits and liability insurance as required by the Village of Arlington Heights for this event.