



CITY OF TORRANCE
COMMUNITY SERVICES DEPARTMENT
Recreation Services Division

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Dear Vendors:

The **34th Annual Christmas Boutique** is fast approaching, and will give artists/craftsmen an opportunity to sell their hand-crafted goods. The Christmas Boutique will be held at **Wilson Park, 2200 Crenshaw Blvd. on Sunday, December 11 2016, from 9:00 a.m. to 4:00 p.m.** All spaces are 10' x 10' and are **located in the parking lot area.**

Please complete the attached application and mail it to the **City of Torrance Community Services Department, Attention: Christmas Boutique; 3031 Torrance Boulevard, Torrance CA 90503.** The fee for a booth is **\$65.00 for Torrance residents** and **\$75.00 for non-residents.** Applications will then be taken on a first received, first assigned basis; spaces are limited to one booth per person. **Please note the following: Returning vendors** (if you were a vendor last Christmas) you have **until Monday, October 10, 2016** (must be postmarked) to return your application in order to have priority registration and to keep the same space as in 2014. **A late registration fee of \$100.00** will be charged to all vendors with applications postmarked after **Monday, October 31, 2016.** The deadline for all applications is November 18, 2016 (*postmarked*).

All work **must be** hand-crafted by you. No mass-produced, commercial or factory-made items will be allowed. On the day of the show, the promoter will enforce this using his/her judgment and have you remove any items that are not hand crafted, or close down your booth. There will be **NO** refunds or credits issued. **You must send a photo displaying examples of all work to be sold.** This is not an option. Your application will not be accepted without a photo of your hand-crafted goods and your signature at the bottom of the attached application form. A photo file is being compiled. If you have sent in photos for any of the past Christmas or Spring Boutiques, another photo is not necessary unless you are adding new items. If not, a current photo of what you will be selling at the Boutique is mandatory. Photos will **NOT** be returned.

Those participating in the Christmas Boutique may arrive at Wilson Park to set-up their booths at 7:00 a.m. After 8:00 a.m. you may be requested to walk your tent/canopy and goods to your booth. You are responsible for your own merchandise, securing your tent/canopy and cleanup afterwards. **Participants must bring their own tables and chairs, and remain set-up until closing at 4:00 p.m.** Tables and chairs may not be reserved and will not be available the day of the Boutique. **THERE IS NO SMOKING IN BOOTHS OR AROUND BOOTHS. DOGS ARE NOT ALLOWED IN THE BOUTIQUE AREA OR BOOTHS.** Make staff aware if you see either of these things happening.

Only one vehicle is permitted in the Boutique area. Any additional vehicles must be parked in the designated vendor parking area, behind the Sports Center, if not it may be **towed away at the owner's expense.** Please leave the parking spaces for your shoppers. **No vehicles** will be permitted back into the Boutique area or able to leave the area until after 4:00 p.m. Please leave only when it is safe to do so. There will be **NO EXCEPTIONS!** If you have any questions, please contact Debbie Reed, Senior Recreation Supervisor, at (310) 618-2949 between 8:00 a.m. and 4:00 p.m.

We look forward to seeing you!

Thank you,
TORRANCE YOUTH COUNCIL