



THE
ALTADENA GUILD
OF HUNTINGTON MEMORIAL HOSPITAL

Dear Vendor,

The Altadena Guild appreciates your participation in our 71st Home and Garden Tour. Our featured street is Meadowbrook Road in Altadena; the Home Tour will start at Allen Avenue and go east.

We are looking forward to our annual event and your contribution to our success. You can set up at your assigned street location starting at 8 am, with all set-up completed by 9:50 am. The street is blocked for all vehicles and open to only foot traffic from 10 am to 4 pm. Therefore, late arrivals may be turned away. You will need to move your vehicle to adjacent street for parking the rest of the day. Restrooms & hand washing will be available.

All vendors will be grouped together on the street. A booth space of 10' deep from the curb, by the width you request, will be designated with a number on the curb. The booth space fee is \$50.00. The vendors will be supplied with table(s) as provided by the Altadena Guild, at a fee of \$10.00 per 8-foot table and a free chair. You are welcome to bring your own tables and chair. Please bring your own shade items, pop-up tents or umbrellas. We will have a café in one of the yards, you are welcome to buy lunch or bring your own.

The Altadena Guild will provide a staffed, central cashier booth for payment transactions of cash and credit cards. The **vendor is to provide triplicate receipt books**. The vendor will provide each customer with a company receipt, consisting of an original top copy for the **Guild**, and 1 copy for buyer to use to pay; one additional copy to remain with the purchase and the vendor. **The Altadena Guild** will collect all monies for the purchases. The second copy will be marked paid and returned to the customer. The customer will show this receipt to pick up his/her purchases. Therefore, **it is necessary for all receipts to have the sellers name and for all 3 copies to be legible**. Approximately 2 weeks after the event, a check will be issued to each vendor for their cost of goods sold, minus 20% fee for **The Altadena Guild**. Each vendor is responsible for paying the state sales tax collected. The vendors will receive a check for the 80% of cost of goods sold plus sales tax collected. Sales tax will be calculated by the Square One and noted on the 2 copies given to the cashier.

Please sign below to affirm your participation: I hereby apply for space and agree to follow guidelines set forth for this event by Altadena Guild. I agree that if any loss or damages occur, I will make no claim against Altadena Guild, or its officers or representatives. I will institute no legal proceedings for personal injuries or property damage arising from an accident.

Vendor reservations are due by March 27th. Please include a check for \$50.00 plus tables \$10.00 each (optional) payable to **Altadena Guild**. Mail to: Mary Broerman, 916 E. Poppyfields Drive, Altadena, CA 91001. Please notify me at least 10 days in advance of the show date, if you are not able to participate, for any reason. Fees are non-refundable if not notified within the 10-day notice period. We look forward to your participation and a successful and profitable day for all.

With sincere appreciation,

Mary Broerman,
The Altadena Guild Vendor Chair
626-862-6321 cell mdbdesign@earthlink.net

I agree to the terms noted above:

Company Name/ Check payable name:

Representative Signature:

Date:

Mailing address: _____ Email: _____

Space size: __10' x _____ Tables required: _____ Cell Phone #: _____

Can the Guild send payment via Zelle? Y/N _____ Zelle email/cell #: _____