



2023 Midori Kai Arts & Crafts Outdoor Boutique

GUIDELINES & PROCEDURES

IMPORTANT PLEASE READ

2023 Midori Kai Arts & Crafts Outdoor Boutique

Saturday, September 9, 2022

9:30 a.m. to 4:00 p.m.

Lakeside Office Plaza

1279 to 1299 Oakmead Parkway, Sunnyvale, CA 9408

BOUTIQUE CO-CHAIRPERSONS:

Phyllis Osaki	posaki@gsmanagement.com	(925) 596-1770 -Cell
Marsha Baird	marshabaird@me.com	(510) 579-1518 –Cell
Mailing Address:	130 E. San Fernando Street, #308, San Jose, CA 95112	
Website:	www.midorikai.com	

APPLICATION: DEADLINE: JULY 31, 2023 - Confirmation will be sent via email

VENDOR APPLICATION:

- All New Vendors must be juried before they can apply to participate in the Boutique. Please contact one of the boutique chairpersons above and submit your request to participate by providing your website or photos of your product. Once approved, you may download the vendor documents.
- All approved or returning vendors may download the 2023 Midori Kai Arts & Crafts Vendor documents at <https://midorikai.com/vendor-login/>
- You can complete the fillable Application online, with a copy of your Certificate of Insurance, naming Midori Kai, Inc., a California non-profit 501 (c)(3) corporation as Endorsed Additional Insured and email the documents to Phyllis Osaki at posaki@gsmanagement.com.
- You have the option of being added to Midori Kai's insurance policy for \$40.
- You can pay your fee online via PayPal or Credit Card or mail a check to Midori Kai, Inc. c/o Phyllis Osaki, 130 E. San Fernando Street, #309, San Jose, CA 95112.

VENDOR PACKAGE:

- On September 9th please check in at 1279 – 1299 Oakmead Parkway, Sunnyvale, CA 94086. Collect your Vendor package and go to your space to set up your booth. Registration will start at 6:30 am.
- The vendor package will include the Gross Sales Calculation Receipt Form, Space Assignment location and pre-purchased drawing tickets, if any.

VENDOR SET-UP/TAKE DOWN INFO:

- Set up on Saturday, September 9, 2023 - 6:30 am to 9:15 a.m. & must be ready to open by 9:30 am
- Vendor may drive vehicle to their assigned space for set up, but vehicle must be removed from Boutique property no later than 9:15 am.
- Vendor must finish setting up their booth by 9:15 a.m. day of boutique.
- Vendor responsible for taking down canopy & cleaning up space area by 5:30 pm.
- Vendor must break down all cardboard boxes and place in recycling bin on property.

CANOPY INFO:

- One canopy per vendor & the canopy dimensions are 10' x 10'.
- Each canopy space is approximately 12' x 14' for one 10' x 10' Canopy
- Vendor must pay for Full Space - Half Spaces are NOT available.
- Each canopy space will be assigned by Midori Kai. NO space location changes will be allowed
- The back of your canopy must be facing the wheel stop in the parking space and the front of your canopy must face the property's interior drive thru.
- Please bring your own props, folding tables, chairs, tablecloths, mirrors & clothes racks.
- Vendor may use up to 3 sides of the canopy if so desired.
- 2 different Vendors may share a canopy space if each vendor has been juried individually, each vendor completes a separate application, (the cost will only be for one space) and each vendor must provide a Certificate of Insurance naming Midori Kai, Inc., as Endorsed Additional Insured. Each vendor MUST indicate on their application who they are sharing a space with.
- If you do not own a canopy you can rent a canopy from Midori Kai, however we are limited to five (5) canopies, on a first come first serve basis.
- Vendor must anchor down their canopy with a 20 pound weight on all four corners. Vendor may use up to 3 sides of their canopy, but the front side must be open.
- Please note if you plan to use clothes racks, full length mirrors or over-sized displays; these items must fit in your canopy area or you may have to purchase an extra space. Please describe what display items you are bringing below. Only one clothes rack and one table may be placed outside the canopy but cannot exceed beyond 3 feet from the canopy front.
- Once you locate your space, set up your canopy, & your adjacent neighbor on the other side of the blue tape on the asphalt is set up; please remove the blue tape & discard.
- No electricity will be available.

PARKING:

- No parking allowed on the boutique site except during set up and take down time.
- All vehicles must be removed no later than 9:15 am.
- No street parking allowed.
- Vendor may park in parking lots reserved by Midori Kai next door and across the street.

FOOD:

- Food trucks will be on-site to purchase your lunch that day.
- Other Food Vendors may be in attendance

RESTROOM & SECURITY GUARD INFO:

- Portable restrooms and wash stations will be available
- Security will be present all day

CASHIERING & PACKAGING:

- Vendor responsible for handling the sales & packaging of their merchandise.

REQUIRED VERIFICATION OF VENDOR'S STATUS AS A SELLER:

- Vendor shall verify its status as a seller by providing its resale license number on the application.

INSURANCE:

- Midori Kai, Inc. requires all vendors to be covered by insurance at the time of the boutique and to name Midori Kai, Inc., as an Endorsed Additional Insured.
- **If you have your own insurance policy please submit a copy of your Certificate of Insurance (COI) with your application package and have your broker name Midori Kai, Inc., a California non-profit corporation (IRC Sec. 501 (c)(3)) as an Endorsed Additional insured on the COI.**
- **NON-FOOD VENDOR** and you do not have insurance; Midori Kai can add you to our insurance policy for the boutique day for \$40.
- **FOOD VENDOR, you must provide your own Insurance and submit your Certificate of Insurance with the application package.**

FOOD VENDORS – HEALTH CERTIFICATE: IMPORTANT

- Vendors that sell pre-packaged, unpackaged foods, fresh fruits or vegetables or pre-cooked & cooked foods must complete a County of Santa Clara Health Department Temporary Application, which you can download on **July 1, 2023** from the following link:
<https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>
- Please mail the items below to **Midori Kai, Inc., c/o Phyllis Osaki, 130 E. San Fernando Street, #309, San Jose, CA 95112 no later than July 31, 2023.**
 - (1) Your completed health permit application
 - (2) A check made payable to **Santa Clara County Health Department** for the appropriate amount due the County.
- The Event Coordinator is Midori Kai, so we will file all applications with the County and you will receive a temporary food permit. **Application & check must be sent to Midori Kai, Inc. no later than July 31, 2023. Midori Kai cannot guarantee your health permit if you send it to us after July 31st.**

10 % SALES DONATION:

- Vendor agrees to contribute 10% of gross sales (cash or check) at end of boutique.
- From 4 pm to 5:30 pm, Vendor will deliver Gross Sales Calculation Receipt Form & 10% donation to the Midori Kai table.
- 100% of the profits from our boutique are donated to the Midori Kai Endowment Fund.
- Midori Kai is a non-profit organization; 10% donation is a charitable tax deduction (please confirm with your accountant). **Midori Kai, Inc. Federal Tax ID # 77-0561406**

MIDORI KAI SPONSORSHIP:

- Your sponsorship in any amount is welcome & all sponsors will be recognized on the Midori Kai website. See the Sponsorship page on our website for details.
- We must have your donation & sponsor information no later than September 1st to be included in the boutique handout and boutique posters.

TRASH DISPOSAL:

- Vendor is responsible for disposing all trash in the onsite dumpster.

- VENDOR MUST FLATTEN ALL CARDBOARD BOXES before disposing & place in onsite recycling dumpster.

CANCELLATION POLICY:

- All cancellations must be in writing
- *100% refund before August 1st
- *50% refund from August 1st thru August 15th
- *0% refund after August 16th

Thank you
Midori Kai, Inc.