



2026 Midori Kai Arts & Crafts Boutique

GUIDELINES & PROCEDURES

VERY IMPORTANT PLEASE READ

2026 Midori Kai Arts & Crafts Boutique
Saturday, September 12, 2026
9:30 a.m. to 4:00 p.m.
Lakeside Office Plaza
1279 to 1299 Oakmead Parkway, Sunnyvale, CA 9408

BOUTIQUE CONTACTS:

Phyllis Osaki and Maureen Mukai	Boutique Co-Chairs
Email Address:	midorikaiboutique@gmail.com
Phyllis Osaki – Cell #	(925) 596-1770
Mailing Address:	130 E. San Fernando Street, #309, San Jose, CA 95112
Website:	www.midorikai.com

VENDOR CHECK IN:

1. Drive your vehicle through the middle driveway at 1279 – 1299 Oakmead Parkway, Sunnyvale, CA 94086 where the Midori Kai green flag sign is located starting at 6:30 am to 8:30 am (Driveway B on Site Plan).
2. A Midori Kai Director will escort you to your booth space & give you the Gross Sales form for your completion at the end of the day between 4pm and 5 pm.
3. If you purchased Drawing Tickets with your application, we will complete the tickets, however, we will not give you the stubs. Rest assured your tickets will be in the drawing bin.
4. You may drive your vehicle to the assigned space to unload your goods & equipment. Once unloaded, please promptly move your vehicle to the parking lot across the street, behind the building.
5. Your booth space number along with your company name will be printed on an 8.5' x 11" sign taped on the ground in front of your booth space. **PLEASE DO NOT REMOVE THE SIGN UNTIL END OF BOUTIQUE.**
6. There will be an enlarged Site Plan identifying your location at the MK booth.

VENDOR SET-UP/TAKE DOWN INFO:

1. Indoor Booth set up available on Friday, September 11, 2026 from 2 pm to 5 pm or on Saturday September 12, 2026 from 6:30 am to 9:00 am.
2. Otherwise, set up on Saturday, September 12, 2026 - 6:30 am to 9:00 a.m.
3. All Vendors must finish setting up their booth by 9:30 a.m. day of boutique.

4. Vendor is responsible for taking down canopy & cleaning up your space by 5:30 pm. If Vendor pays Midori Kai for set up/take down service, then Midori Kai will take down your canopy.

CANOPY INFO:

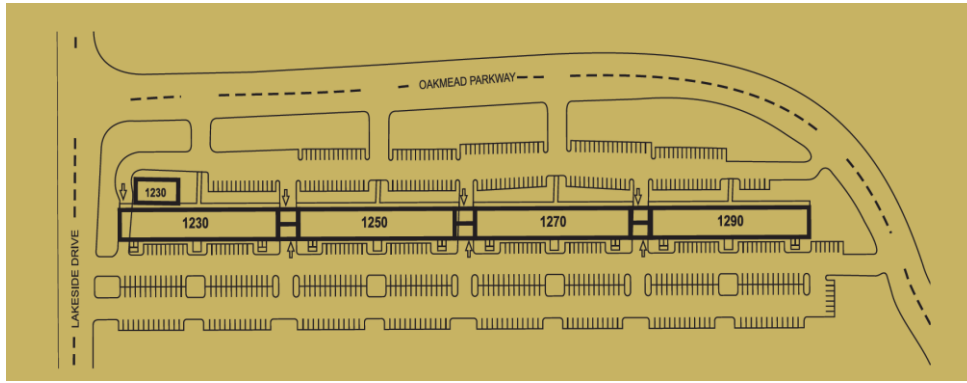
1. One canopy per vendor unless you purchased additional booth space(s). Maximum canopy dimensions for each canopy are 10' x 10'.
2. Midori Kai will assign your canopy space.
3. Booth space location changes will NOT be allowed.
4. The back of your canopy must be next to the parking space wheel stop and the front of your canopy must face the property's interior drive thru.
5. Please bring your own props, folding tables, chairs, tablecloths, mirrors & clothes racks (unless you requested and paid to rent equipment through Midori Kai).
 - Two different Vendors may share a canopy space if each vendor has been juried individually.
 - Each vendor must complete their own separate Application.
 - The cost will only be for one booth space.
 - Each vendor must provide a Certificate of Insurance naming Midori Kai, Inc., as Endorsed Additional Insured.
 - Each vendor MUST indicate on their application the other Vendor that they are sharing a booth with.
6. Vendor will anchor down their canopy with weights.
7. Please note if you plan to use clothes racks, full-length mirrors or over-sized displays, these items must fit in, or immediately outside, your canopy booth or you may be required to purchase an extra space.
8. No electricity will be available.

INDOOR BOOTH SPACE:

1. Each indoor booth consists of one 6' table and two chair(s). Each booth will have your name on the table.
2. Indoor booth spaces are limited to 27 spaces and available to Vendors on a first come first serve basis.
3. If you require electricity, please indicate such on your application. Electricity outlets are limited.

PARKING: Important please read:

- Vehicle parking is NOT allowed on the boutique site, except during set up and take down time.
- You may unload your vehicles, then immediately remove it and park across the street behind the buildings. See map below.
- Vendor must park in the parking lot across the street (1230 – 1290 Oakmead Parkway). Please try to leave the parking in front of the building for the customers.
- No Street Parking allowed.



Vendor Parking Behind 1230 – 1290 Oakmead Parkway

FOOD: Food Trucks and Food Vendors will be on-site so you can purchase your lunch that day.

RESTROOM & SECURITY GUARD INFO: Portable restrooms and wash stations will be available. A Security guard will be present all day.

CASHIERING & PACKAGING: Vendor is responsible for handling the sales & packaging of their merchandise.

INSURANCE IS REQUIRED:

- All vendors must be covered by insurance and name Midori Kai, Inc, a CA non-profit corporation pursuant to IRC 501(c) (3), as an Endorsed Additional Insured. Vendors must submit a Certificate of Insurance (“COI”) with your application (attached is a sample of the COI).
- 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 pursuant to (IRC Sec. 501 (c)(3) as an Endorsed Additional Insured on the COI. See sample COI included with the application.

10 % SALES DONATION:

- All Vendors agree to contribute 10% of their gross sales (cash, check or credit card) at the end of the boutique. **Between 4 pm to 5 pm, all Vendors must deliver their completed Gross Sales Calculation Receipt Form and your 10% of gross sales donation to the Midori Kai table.** This form will given to you when you register in the morning of the boutique.
- 100% of the profits from our boutique will be donated to the Midori Kai Endowment Fund to support community nonprofit organizations.
- Midori Kai, Inc. is CA non-profit corporation pursuant to IRC 501(c) (3); your 10% sales donation is a charitable tax deduction to the extent permitted by law (please confirm with your accountant). **Midori Kai, Inc. Federal Tax ID # 77-0561406.**

MIDORI KAI SPONSORSHIPS OR VOLUNTARY DONATIONS: Your boutique sponsorship or donation in any amount is welcome. Sponsors will be recognized on the Midori Kai website. See the Sponsorship page on our website for details.

TRASH DISPOSAL: Vendor is responsible for disposal of all trash in the onsite dumpster or recycling dumpster. There are two trash enclosures as shown on the Site Plan. **VENDOR MUST FLATTEN ALL CARDBOARD BOXES** before disposing of them in the onsite recycling dumpster.

CANCELLATION POLICY:

- All cancellations must be in writing via email to midorikaiboutique@gmail.com
- *100% refund before August 1st
- *50% refund from August 1st thru August 31st
- *0% refund as of September 1

If you have any questions, please email us at midorikaiboutique@gmail.com or call Phyllis Osaki at (925) 596-1770.

Thank you

Phyllis Osaki & Maureen Mukai

Midori Kai, Inc.
Phyllis Osaki & Maureen Mukai
Boutique Co-Chairs