



## 2023 Knightsbridge Boutique Event Terms and Conditions

### **Date/Location**

Knightsbridge Boutique Event will be on Saturday, October 28th, 2023 in the Haben Center at Benilde-St. Margaret's School ("BSM"). The campus is centrally located at 2501 Highway 100 South in St. Louis Park, MN.

### **Event Schedule**

<b>Time</b>	<b>Activity</b>
7:30 - 9:45 am	Merchant Set up. BSM Students will be available to assist with the unloading of the merchant's supplies and product. Once your vehicle is unloaded, please move it to the East (stadium) end of the parking lot, to provide better access for shoppers.
10 am – 3pm	Doors open to the public for shopping. Admittance is free. To create the optimal shopping experience, we require that merchants stay for the entire event.

### **BSM Responsibilities**

Publicity	We advertise to our school community, alumni, supporting parish communities and surrounding cities. We utilize BSM social networking sites (Facebook and Instagram) and the BSM web page with links to merchant web pages where available. By October 1st, BSM will provide merchants with an electronic postcard to promote the event to their client list by email or social media.
Set Up	You will be provided with an 8' table with white tablecloth and up to 2 folding chairs. There are a limited number of additional table spaces (10 linear feet) available, this includes any clothing racks or display cases you may provide. Registration priority for additional table spaces and/or access to electricity will go to previous year merchants and then merchants with business needs (i.e. refrigerated foods). All others will be placed on a waitlist and will be notified later. Wi-Fi will be available, but with multiple users it can become overloaded, so please plan to use your cell data package for backup.
Table Assignments	BSM will make table assignments to maximize event success and shopper experience, accommodating merchant requests when possible. Merchants may display reasonably sized signs and/or marketing tools that fit in a 10 linear foot single merchant space. If you have questions about

	the size of your display, please contact us and we will work to accommodate it.
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**Merchant Responsibilities**

Registration	Please return your completed registration form and registration fee to Annette Salazar to guarantee your spot – spaces are limited and do sell out. The fee is \$45 due by September 30 <sup>th</sup> , 2023
Attendance Deposit	A \$200 attendance deposit is required to assure your attendance at our event. This is refunded to you in its entirety (see details below) unless you withdraw from the event after September 30, 2023 or fail to participate.
Donation	15% of total sales from the day (including any prepaid orders) will be donated to BSM. You will be given a written statement for your donation.
Arrival/Checkout	Upon arrival, you will receive a form to tally sales. Merchants will manage their own transaction accounting and at the end of the event, before leaving, will check out with the BSM Parent Association Representative to verify and pay the amount to be donated to BSM.
Set-Up	Provide all your own racks and/or display materials. Tables, racks and merchandise must be contained within the approximately 10 linear feet of space for each single merchant space unless you purchased additional table space.

**Registration**

We limit the number of merchants per category and they do fill quickly. To guarantee your spot, please complete and return the registration form, applicable space fees, and \$200 (refundable) attendance deposit to Annette Salazar via postal mail by September 30th.

**Attendance deposit**

Knightsbridge’s year-after-year success is due to the commitment that our merchants make to bringing quality goods and an engaging experience to our shoppers. Late cancellations by merchants, after we have marketed the event and published participant directories, impact the floor plan, and disappoint fellow merchants and shoppers. Our fully refundable attendance deposit policy is in place to ensure that we can deliver a great event that meets shopper and vendor expectations. With your registration, please enclose a \$200 deposit check which will be handled as follows:

Full participation in the Knightsbridge Boutique Event	Your check is held and never cashed. Your full deposit/check is returned at check out.
Withdrawal from the event before 9/30/23	Your full deposit/check will be mailed back to you or shredded.
Withdrawal from the event on or after 9/30/23	Your deposit will be forfeited and the check cashed.

We welcome great new merchants and thank you in advance for recommending our event to your fellow makers and shop owners! Applications for new merchants interested in participating at Knightsbridge are available on the BSM Knightsbridge page.

<https://www.bsmschool.org/community/parent-association/knightsbridge-boutique>

Please feel free to contact us with any questions or comments. We are excited to have you and your one-of-a-kind merchandise will be part of our Benilde-St. Margaret's Knightsbridge Boutique Event in 2023. Thank you for your support and we look forward to working with you!

Sincerely,

*Annette Salazar*

Annette Salazar

Knightsbridge Boutique

[Knightsbridgeboutiqueevent@gmail.com](mailto:Knightsbridgeboutiqueevent@gmail.com)



**Benilde-St. Margaret's**

2501 Highway 100 South  
St. Louis Park MN 55416



**2023 KNIGHTSBRIDGE MERCHANT REGISTRATION**

<b>Contact Name</b>	
<b>Business Name</b> (as you'd like us to list it in marketing materials)	
<b>Email</b>	
<b>Phone Number</b>	
<b>Mailing Address</b>	
<b>Preferred Business Link</b> (for use in marketing materials - Facebook, Instagram, email, etc)	
<b>Description of goods offered</b>	

**Please Check:**

- I will participate in the 2022 Knightsbridge Boutique Event at BSM on Saturday, October 28th from 10am to 3pm.
- I agree to pay a \$45 Registration Fee payable to Benilde St. Maragaret's School Parent Association.
- I agree to donate 15% of my total sales and prepaid orders from the Knightsbridge event to BSM.
- I agree to provide a \$200 Attendance Deposit (separate check payable to Benilde St. Maragret's School Parent Association) that will be returned to me unless I cancel after 9/30/23 or fail to participate on the day of the event.

**\*Additional Requests:**

A limited number of table spaces are available for an additional \$50 fee per space (10 lineal feet), this includes any clothing racks or display cases you may provide. Additional table space will be awarded with priority given to past merchants. Access to electricity is also limited and priority will be given to previous-year merchants who had access to electricity, or to merchants who have a business need for electricity. Other requesters will be added to a waiting list and will be notified of availability closer to event if there are additional opportunities.

White linen tablecloth on table(s):  Yes  No, I will provide my own tablecloth(s)

Chairs:  No  Yes, 1  Yes, 2

Request for additional table space (10 linear feet) per space  No  Yes, 1  Yes, 2 \*See note above; will incur additional fee of \$50 per table space, if awarded

Request for space with access to electricity:  No  Yes \*See note above

Other Additional Requests:

Please mail this registration form with separate payment checks (make both checks payable to **Benilde-St. Margaret's School Parent Association**) for Registration Fee and Attendance Deposit to: Annette Salazar, 4005 Washburn Ave. N. Minneapolis, MN 55412. Reminder: your space is not reserved until your registration form, fee, and attendance deposit are received and you receive a confirmation email..

For our marketing website, please email us your preferred company link and one photo or company logo (.jpg format) to [knightsbridgeboutiqueevent@gmail.com](mailto:knightsbridgeboutiqueevent@gmail.com)

If you have questions, please contact Annette Salazar at [knightsbridgeboutiqueevent@gmail.com](mailto:knightsbridgeboutiqueevent@gmail.com)