



## 2024 Knightsbridge Boutique Event Terms and Conditions

### **Date**

Saturday, October 26th, 2024. Sale Hours: 10am-3pm.

Merchant set up opens at 7:45am. BSM students will be onsite to assist with unloading and moving Merchant supplies and product to the Merchant Table Space. Merchants agree they will not begin closing down their Table Space until 2:45pm. Carts and volunteers will be available to assist with clearing the Table Spaces and checking out of Knightsbridge at 3pm.

### **Location**

The Haben Center at Benilde-St. Margaret's School.

2501 Highway 100 South, St. Louis Park, MN.

### **Advertising**

BSM advertises Knightsbridge to our school community, alumni, supporting parish communities and surrounding cities. We also utilize BSM social networking sites (Facebook and Instagram), school newsletters, communications and the BSM web page. By October 1st, BSM will provide Merchants with an electronic postcard to promote the event to their client list by email or social media. We encourage our participating Merchants to market Knightsbridge to their customer bases using whatever marketing, social media and communications tools they utilize. Please reach out to us with any questions or needs you have with regard to marketing the Knightsbridge event to your customer base.

### **Table Space**

\$50 per Table Space. Merchants may purchase more than 1 Table Space. Table Spaces are nonrefundable.

Each Table Space will measure 10ft wide X 6ft deep and will contain one 6ft table with 2 chairs and a white tablecloth.

The Merchant may bring in their own display racks/tables/shelf units but they must fit within the purchased Table Space footprint.

Table Spaces with access to electricity are limited and are against the walls of the Haben Center. Access to electricity will be provided to only those Merchants with a stated business need (ie. Refrigerated foods) that have been approved in advance of the sale day.

There is no Wi-Fi access onsite. Merchants must use cell data for credit card purchases and internet access during the sale.

Table Spaces will be assigned to maximize event success and shopper experience. We will accommodate Merchant requests when possible.

### **Registration and Participation Donation**

Our limited number of Table Spaces can fill quickly. To guarantee your spot, register as soon as possible.

Upon registration, Merchant:

- commits to stay for the entire Knightsbridge event (10am-3pm);
- agrees to donate 15% of their total sales (including prepaid orders made on sale day) from Knightsbridge to Benilde St. Margaret's School ("BSM") Parent Association.

Merchants will receive a form to tally sales. Merchants will manage their own transaction accounting and at the end of the sale, before leaving, will check out with the BSM Parent Association Representative to verify and pay the amount to be donated to BSM. Merchants will receive a written receipt documenting their donation amount to the BSM Parent Association.

### **Cancellation/Failure to Show Fee**

Late cancellations by Merchants, after we have marketed the event and published participant directories, impact the floor plan, and disappoint fellow merchants and shoppers. The following policy is in place to ensure that we can deliver a great event that meets shopper and Merchant expectations.

Upon registration, we will immediately charge the registration fee only but will hold the credit card information in case of late cancellation or failure to show on event day. Merchants may withdraw from Knightsbridge on or before 9/30/24 without incurring a cancellation fee. After 9/30/24 Merchants who wish to withdraw from Knightsbridge will be charged a \$200 cancellation fee on the credit card we have on hold. Merchants who fail to show on event day will also be charged the \$200 cancellation fee. After event day, all credit card information will be deleted. BSM will retain no Merchant credit card information on file.