



Vendor Application

Shea's Shopping Soirée

Thursday, November 21, 2019

5:30-8:30pm

Contact Information

Business Name:

Contact Name:

Address: City, State ZIP:

Business phone: Cell phone:

Email:

Website or Facebook:

Setup Information

Description of goods I will be selling:

Detailed Description of Vendor Setup: *(Please note that space is limited – no additional tables may be placed in the aisles surrounding your table.)*

Estimated number of people working the event:

I require Electricity? YES NO

I require access to WiFi? YES NO

Vendor Fee

Single Table: \$85 + 20% of sales (Includes One 8-ft Table)

Star of the Show Sponsor: \$350

Flat Fee, Includes a Single Preferred Vendor Location Subject to Availability, Inclusion on Promotional Materials and Acknowledgement in the Shea's Playbill.

Please see Page 2 (reverse) for payment information

Payment

Check (Made payable to Shea's Performing Arts Center)

Credit Card

Visa

MasterCard

Discover

American Express

Card Number:

Exp. Date: CIV:

Please Note:

- ✓ **Full payment is due with application.** Percentage of sales (if applicable) will be collected at the close of the event.
- ✓ Vendor Fee is non-refundable after October 21, 2019
- ✓ Your application submission does not guarantee your participation. Final vendor selection is at the discretion of Shea's 2019 Soirée Committee as space is limited. If we are unable to accommodate your application, your vendor fee will be refunded in full.
- ✓ All proceeds benefit Shea's Performing Arts Center and the Vendor Fee is tax deductible as allowed by law.

Application Submission

I have read the enclosed Event Information and Policies (listed on Page 3) and agree, if accepted as a Vendor, to abide by all decisions, rules and regulations of the 2019 Shea's Shopping Soirée.

Signature:

Please remit this application and payment to Hannah Alt:

By Email to: halt@sheas.org

By Mail to:

Shea's Performing Arts Center
Attn: Hannah Alt
P.O. Box 1130
Buffalo, NY 14205

By Phone: (716) 829-1168

Important Event Information

Shea's Shopping Soirée

Thursday, November 21, 2019 at Shea's Buffalo Theatre

Vendor Setup: 2 – 5:00 p.m.

Event Hours: 5:30 – 8:30 p.m.

Location: Shea's Buffalo Theatre (646 Main Street • Buffalo, NY 14202)
In the Lobbies & on the Main Stage

Shea's Shopping Soirée Vendor Policies

Your application submission does not guarantee your participation. Final vendor selection is at the discretion of Shea's 2019 Soirée Committee as space is limited. Applications submitted on or before Friday, August 30th will be reviewed and receive notification by Friday, September 20th. Late applications will be reviewed on a rolling basis. If we are unable to accommodate your application, your vendor fee will be refunded in full. If your application is accepted, please schedule accordingly as the Vendor Fee is non-refundable after October 21, 2019.

Final Vendor Location will be determined by the 2019 Soirée Committee. Special Requests will be taken into consideration in the order they are received but cannot be guaranteed. A select number of preferred vendor locations will be reserved for Sponsors of the 2019 Shea's Shopping Soirée. If you are interested in being a sponsor, please contact Hannah Alt at halt@sheas.org or (716) 829-1168.

Shea's will provide each vendor with an 8-ft table. Linens are not provided. Please be advised that nothing can be hung or attached to the walls of the theatre. Due to space constraints and safety concerns, no additional tables can be placed in the aisles around your table. Risers, racks or a small table behind the provided table are acceptable.

Vendor load-in and load-out will be on the Pearl Street side of the theatre. Vehicles must be moved to a legal street parking spot or lot once all items are unloaded. Parking is the responsibility of the Vendor and is not provided by Shea's.

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If you have any questions or comments,
please contact Hannah at halt@sheas.org or (716) 829-1168.