

Yvonne James, LLC
VENDOR GUIDELINES

Venue:

**Tanger Outlets
5205 Airways Boulevard, Suite 1065
Southaven, MS 38671**

Promoter & Event Administrator:

**Yvonne James, LLC
(901) 907-6828
creativeartist-yvonne@outlook.com**

MISSISSIPPI SALES TAX: All vendors participating in events in the State of Mississippi through a promoter must pay their sales taxes directly to the event promoter at the end of each day. The sales tax for Mississippi is 7%, and the Promoter is responsible for paying your sales taxes to the Department of Revenue in Mississippi. **THIS IS THE LAW, NOT AN OPTION!**

DRESS CODE: All guest vendors and staff shall be appropriately and professionally attired and conduct themselves professionally and inoffensively while at their selling unit.

Participating authors and entrepreneurs should not wear skinny jumpsuits/bodysuits, sagging pants, biking shorts, exercise (workout) apparel or equipment, shorts, jersey shorts, or any sexually suggestive, revealing, or provocative clothing to attend their pop-up shop.

The attire for our Pop-Up Shops is business casual. Business casual can include slacks, khakis, jeans, shirt or blouse (open-collar or polo shirt), your brand tee shirt, dress, pants, or skirt at knee-length or below - relaxed but professional is the goal.

NO HAWKING POLICY: No hawking means that you cannot engage in aggressive selling tactics towards Tanger Outlet's guests, including barking at, badgering, or harassing guests or otherwise interfering with their shopping experience, and any similar forms of aggressive solicitation. As a guest vendor, you are registering for the right to promote and sell your merchandise in our suite at your selling unit (table), not the entire outlet center.

TABLES AND CHAIRS: Each vendor is allowed two six-foot folding tables, and you have to provide your tables and chairs.

YOUR SET-UP: You can have two six-foot folding tables at your selling unit, and they must be the same height. No other tables, shelves, racks, stands should be at your selling unit. However, if you are a boutique, you can substitute one table with one clothing rack. One floor-standing mannequin is permissible as well; you can also use tabletop mannequins.

One (1) floor standing retractable banner or easel is allowed; no backdrops. Other than these items, nothing else should be sitting on the floor.

TABLE COVERINGS AND CHAIRS: All table coverings must be red for the Annual Holiday Hustle, floor-length (hang to the floor), and cover all four sides of your table. Plastic, fitted, or any other color table coverings will not be allowed.

All chairs must be black - no colored (red, green, orange, or beach-style chairs allowed).

MARKETPLACE HOURS: We will announce the hours for our Annual Holiday Hustle at Tanger Outlets soon.

PUBLIC AND EXHIBITOR PARKING: All parking is free, all exhibitors must adhere to all of the parking rules of the venue.

ADMISSION: All of our Pop-Up Shops are free and open to the public.

Initial Here: _____

Vendor Guidelines

Holiday Hustle 2021

SPACE RENTAL USE: Your guest vendor registration is solely for selling, marketing, and promoting your books, business, products, and generating leads and cannot be given, sub-leased, or transferred by you or shared with another company.

REGISTRATIONS: All vendors must register on our Registration Portal at www.pop-uplikeaboss.com. Under no circumstances will vendor space be held, guaranteed, or secured without payment. If this is your first time registering with us, it may be helpful to contact the event promoter at (901) 907-6828 to ensure that your product and services fit our Marketplace. If in doubt, reach out!

STAFFING: Once you register and secure your spot(s) for your business, you are responsible for staffing your selling unit during the Pop-Up Shop. If you cannot procure staffing for any present or upcoming events you have registered for; you are not entitled to a refund.

NO SHOWS: If you are a 'no show' for any Pop-Up Shop, you forfeit your registration and are not entitled to a refund or a substitute date.

PAYMENT PLAN: Yvonne James, LLC offers a payment plan for vendors securing 'all dates' during a calendar year. Conditions and terms will apply. For details, email pop-uplikeaboss@yvonnejames.com.

VENDOR FEES: Our vendor fees vary and are on our Pop-Up Shop Registration Portal at www.pop-uplikeaboss.com. Unless we cancel an event, all vendor/registration fees are non-refundable.

**Event Dates: Subscribe to <https://www.pop-uplikeaboss.com> to stay informed!

**Although it will not affect Marketplaces already secured, vendor fees are subject to change!

SPACE ASSIGNMENTS: The Promoter assigns spaces at the Marketplace at her discretion.

CHECK-IN: All vendors must check-in and submit their initialed (bottom of each page) and signed Vendor Guidelines document to the event promoter, or her designated representative, before setting up.

EXHIBITOR SET-UP: Each exhibitor's display must be set up before the opening of the Pop-Up Shop and must remain intact until closing. The only merchandise/product that should be visible to the public is your selling unit display/presentation. All other inventory, containers, equipment, and other items (business and personal) must be kept underneath your table (hidden from view by your table covering).

EXHIBITOR SET-UP AND BREAK-DOWN HOURS: Late set-ups and early break-downs are frowned upon – please try to avoid them if at all possible. We ask all exhibitors to fulfill this obligation. During the Christmas season, and under some other circumstances, the venue may operate on special extended (or reduced) hours. When they do, the set-up and break-down times will change, and we expect each vendor to set up and break down accordingly. Since Tanger Outlets is a new venue, we will have information available soon.

SIGNAGE: Floor-standing retractable banners and easels are allowed – but only one. You can also use your professionally done brand runners, tabletop signage, banners to promote your business and brand. You can also have your company or brand name or logo professionally printed on your red table covering.

LOADING AND UNLOADING: To load and unload equipment (table, chairs, merchandise), each vendor must enter and exit our Suite through the appropriate dock doors to access the service corridor! That information will be made available to you soon.

SALES: Under no circumstances is Yvonne James LLC responsible for the registrants' sales volume and makes no promise or guarantee as to how much sales or revenue you can expect to generate at our Pop-Up Shops.

PRODUCT: All authors and entrepreneurs will bring their books and merchandise and sell them directly to consumers!

TRANSACTIONS: All authors and entrepreneurs are responsible for bringing their cash for making change during transactions and can process payments using their desired method! You are responsible for collecting and securing your merchandise and revenues and will retain one hundred percent (100%) of the proceeds from all of their sales!

Again, All vendors participating in events in the State of Mississippi must pay their sales taxes to the event promoter at the end of each day. The sales tax for Mississippi is 7%, and the Promoter is responsible for paying your sales taxes to the Department of Revenue in Mississippi. **THIS IS THE LAW, NOT AN OPTION!**

CLEANLINESS: All exhibitors must keep their space tidy and clean and leave the area in the same condition. All garbage and trash should be picked up and disposed of in the appropriate dispensers provided by The Promoter.

ELECTRICAL OUTLETS & WI-FI: Your vendor's fee does not include electricity, telephone lines, WIFI. However, the venue does have electricity and limited access to electrical outlets. Please advise us in advance if you need to be near an electrical outlet if one is accessible. Tanger Outlets does have center-wide WIFI that is open to the public.

SECURITY: Yvonne James LLC does not provide security for our Book Signing and More Marketplace! If you register to set up for consecutive days, here are your options (at your own risk, liability, and discretion): If you are vending for successive days, you have the option of leaving your product overnight.

CHILDREN & PETS: No pets are allowed (unless they are service pets). We are a family-oriented organization. If you must bring your child(ren), they are your responsibility at all times. They must remain under your supervision and not disturb Tanger Outlets guest and businesses, other Literary Pop-Up Shop vendors, and their merchandise. All children must be accompanied and supervised by an adult at all times.

EATERY VENDORS: We only allow bakery (sweets and treats) vendors. All products must be prepackaged in sealed packaging before entering the Pop-Up Shop and sold to the customer in that same sealed packaging. Under no circumstances is any food product to be served to a consumer, including samples. Any samples, if provided, must be prepackaged in sealed packaging as well and given to the consumer in that same packaging.

PROHIBITED ITEMS: Adult toys, erotica reading material, bondage type lingerie, explosive materials, weapons of any type, firearms, ammunition, tobacco and smoking products, hazardous chemicals, erotica books/materials, illegal, stolen, or counterfeit (knock-off, replica) items, alcoholic beverages, or any drugs or drug-related paraphernalia are not allowed. Without exception, we host smoke-free, drug, and alcohol-free Marketplaces. Also prohibited are electronic cigarettes and vapor products, hover and self-balancing boards, drones, self-defense products, and CBD/HEMP products.

This list of prohibited items is not all-inclusive of all banned items and services; if you have any concerns and have not communicated with the event promoter, call (901) 907-6828 before registering to ensure your product/services are a fit for our platform. If you are in doubt, reach out!

VENDOR'S PROPERTY AND GENERAL LIABILITY: You are vending at your own risk and liability, and we make no warranties as to the suite's condition. Guest vendors agree to accept the facility as is and to hold Yvonne James LLC harmless for any damages or loss resulting from fire, theft, or condition of the facility. Each guest vendor acknowledges that they are assuming a known risk regarding acts of God, including but not limited to floods, lightning, tornado, wind, and ice.

For your financial protection against claims that can arise, registrants are strongly encouraged to secure general and product liability insurance to cover your businesses, as well as the products or goods you sell to any consumer.

YVONNE JAMES' AUTHORITY: Yvonne James, LLC reserves the right to substitute alternate date(s) or facilities other than those initially planned for an event. Each vendor also grants Yvonne James, LLC permission to use their name, logos, and images for promotional purposes in connection with The Literary Pop-Up Shop. This permission also extends to any videos or photographs taken during a Pop-Up Shop to use in future promotional materials: printed, online as we deem appropriate.

CANCELLATION: Yvonne James, LLC reserves the right to cancel a Pop-Up Shop at any time before the date of the event with a refund of all amounts paid by participants in connection with any canceled Marketplace(s) only. Otherwise, again, all payments are non-refundable and non-transferable to any other individual or business.

If you breach these guidelines, you will not be entitled to a refund if asked to leave our platform by the promoter or the venue's management for any other reason. These guidelines may be subject to change and revised at any time at the discretion of the proponent; if they do, we expect that you will govern yourselves accordingly, and unless we cancel the event, you will not be entitled to a refund.

MISCELLANEOUS DETAILS: *a) Small (up to two feet) balloon arrangements are allowed on your tabletop. b) You can not play amplified music at your tables or use any amplified sound equipment. c) You cannot distribute or post flyers at or around the venue. d) Please do not solicit tips at your table. e) Eating or snacking is not allowed at the table and set-up. f) You cannot hang or attach anything to the walls or surfaces. g) No display on your table should extend higher than 5 feet from the floor.*

IF YOU ARE IN DOUBT - REACH OUT!

By affixing my signature as the registrant, I disclose that I have read, agree, and understand the conditions as set forth in these vendor guidelines.

DATE: _____

REGISTRANT'S SIGNATURE: _____

BUSINESS NAME: _____

JOB TITLE (FOR EXAMPLE, OWNER, INDEPENDENT CONSULTANT, ETC.): _____