

# **VENDOR DETAILS**

Concordia University  
Women's Faith & Friendship Connection  
Brunch & Boutique – Saturday, October 29, 2016 at the  
Fairmont Newport Beach, 4500 Newport Beach, CA 92660

**NEW:** In addition to the fee for your vendor table(s), each vendor will be required to donate a \$50.00 gift certificate (which we will create if you do not have one). The winning guest must redeem the certificate the day of the event. Please let me know when you sign up if you will provide your own gift certificate. (The gift certificate replaces the prior requirement of a \$50.00 gift basket).

**PLEASE HAVE YOUR GIFT CERTIFICATE READY UPON CHECK-IN.....**

## **1) What does a Vendor need to do?**

- a. Upon arrival, please check in at the Vendor Registration desk for your table assignment/location.
- b. Please give your Gift Certificate to the volunteer checking you in.
- c. If you haven't already...please email me ASAP to let me know if you need an electrical outlet. (You will need to bring your own extension cord).

## **2) What are the set up details:**

- a. The room will be available for set up beginning at 7:00 am.
- b. Please bring your own tablecloth: the hotel does NOT provide them.
- c. Please bring your own carts or dollies; the hotel doesn't always have them available.
- d. All merchandise needs to be in place by 8:30 am the day of the event.
- e. All merchandise has to be on or behind your table(s). (not besides, unless you've paid for the extra space)
- f. The boutique will open at 9:00 am

## **Boutique Schedule:**

9:00 am – 11:00 am – Boutique is open  
11:00 am – 1:00 pm – Brunch and program  
1:00 pm – 2:00 pm – Boutique re-opens

Questions? Call Grace Saldaña (949) 214-3185 (office) or (714) 697-5241 (cell) or [grace.saldana@cui.edu](mailto:grace.saldana@cui.edu).

