



# 2020 Prom Boutique



Orange County High School Field House

Saturday, March 21<sup>st</sup>, 2020 ~ 10:00 am - 2:00 pm

Hosted by the Orange County Office on Youth and  
Orange County High School Fine Arts Boosters

The Orange County Fine Arts Boosters and Office on Youth are pleased to host the 2020 Prom Boutique. This event will be open to vendors selling Prom related items (Ex: dresses, make-up, tux rentals, and more). All vendors are required to register in advance. Registration is \$20.00 per space and the donation of one item to either raffle or auction off for the hosting organizations. *All registration fees are non-refundable.* Vendors who purchase a space to sell dresses only, are not required to provide a donation, however, they are accepted and appreciated.

## Registration includes the following:

- 12 X 12 space
- One (1) rectangle table (if vendor needs additional tables, they must supply them on their own) and 2 chairs
- Advertisement for their participation before the event so please be sure to complete the registration form exactly how you want your business recognized.
- Electricity hook-up (if needed)

## Other Requirements:

- All vendors should provide the assistance needed for set-up and clean-up of their space.
- All vendors are required to handle their own transactions and have the correct amount of change on-hand. The hosting organizations will not be able to make any change during the event.
- All vendors are responsible for bringing the supplies they need including display/hanging racks, signs, stands, extension cords/power strips, etc.
- All vendors need to bring a table cloth for their table that can cover either a 6- or 8-foot table as the tables we will be using at OCHS are well loved.
- All vendors are responsible for cleaning up after themselves at the conclusion of the event. Please be prepared with needed items for this (Ex.: trash bags, etc.)
- All vendors are asked to help share and publicize the event to help make it a success for everyone!

## Hosting Organizations Responsibilities:

- Accept registration forms and fees
- Promote event via Facebook and other media outlets
- Provide one table and 2 chairs for each vendor
- Provide 2 changing tents and mirror for all dress vendors to share
- Help coordinate layout of event



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**Set-up Time:** 8:30 am      **Clean-up:** 2:00 pm      **Out of Building:** 3:00 pm

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of items to be sold: \_\_\_\_\_

Description of Raffle Item\*: \_\_\_\_\_

*\*Vendors selling dresses only do not need to provide a donated item.*

Electricity Needed:     Yes     No

\*\*\*\*\*

By signing below, I agree to participate in the 2020 Prom Boutique to be held at the OCHS Field House. I understand my reserved spot will cost \$20.00 as well as an item to be either auctioned or raffled off to benefit the hosting agencies. Payment can be made by cash, check (Made out to Orange County), or Credit Card (See attached). Payments, as well as completed registration forms, must be received in order to officially reserve your spot. The donated items are due one week prior to the event. Payments and donated items must be returned to the Office on Youth - *please do not deliver to any other location.*

I also understand that Orange County Public Schools (and their related support organizations) and Orange County Government is not liable for injuries, loss of property, or damage to property or goods.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Enclosed (please check one):

Cash       Check # \_\_\_\_\_       Credit Card (form attached)

**Office Use Only:**

Payments Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Donation Received:     Yes     No



# Orange County Parks and Recreation and Orange County Office on Youth

Programs that are run by the Orange County Parks and Recreation and Office on Youth may be charged to your credit/debit card. In order for a charge to be made, we must have this signed form returned with the registration form for that particular program. You may fax this form to (540) 672-2311.

## CREDIT CARD PAYMENT FORM

Name of Cardholder \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Expiration Date       /        
Credit card Number M M Y Y

**\*\*My signature authorizes Orange County to charge \$\_\_\_\_\_ to the above account.\*\***

Signature of Cardholder \_\_\_\_\_

Visa Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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### Office Use Only:

Payment to: \_\_\_\_\_ Receipt # \_\_\_\_\_

\_\_\_ Gordon Barbour Child Care      \_\_\_ Office on Youth Program \_\_\_\_\_

\_\_\_ Orange Elementary Child Care      \_\_\_ Parks and Recreation Program \_\_\_\_\_

\_\_\_ Locust Grove Child Care

Payment received by \_\_\_\_\_ Date \_\_\_\_\_

Payment processed by \_\_\_\_\_ Date \_\_\_\_\_

Authorization Code \_\_\_\_\_