



# LE GARAGE SALE

## le garage boutique sale information Sept 4-6, 2010

Le Garage Sale is an end of season clearance sale event for local independent retailers. 60 plus local Austin stores come together under one roof for two days to attract the maximum amount of customers possible to clear out their end of season merchandise. Local designers and on line businesses are also present, however, preference is given to businesses with a physical retail location.

Le garage sale is held at the Palmer events center which is a beautiful, well lit, clean, efficient and professional venue. It has attendee parking and concessions stands (Starbucks and a full service bar) in addition to a service yard with vendor parking and a loading dock which enables us to drive our vehicles right into the building to unload. Utilities such as power and phone lines are available along with free internet. Table and chair rental is offered as well.

Vendors are charged a space rental fee of \$125 per 10 x 10 ft block. They may tailor their space to suit their needs and the amount of inventory they have. We try to keep the vendor fees low since merchandise is usually being sold at or below cost (since it's end of season sale merchandise). This fee goes towards all costs such as hall rental, event insurance, a le garage sale website, a 5000 (and growing) shopper direct email list, staff to assist with move in/move-out and admissions as well as all advertising and promotion.

### **Who may participate: Guidelines**

1. You must be a local independent Austin Retailer or designer.
2. Exhibitors must have a Texas State Sales Tax Permit.
3. Exhibitors must provide a copy of your certificate of insurance to le garage boutique sale.

### **How do I register?**

First, please read this information sheet and the contract carefully, then:

1. Fill out the contract making sure to read, initial and sign it.
2. Fill out a registration form.
3. Send the contract and registration form with your payment. Event applications will not be accepted without payment.

**Important: Once you have been confirmed for an event there are no refunds.**

### **Booth Confirmation**

Once we have received your registration, signed contract and payment we will contact you. Please note, we are not holding space for you in le garage sale if you have not received a written confirmation from us.

### **Sales Tax**

Texas State Sales Tax must be collected by all vendors and reported to the Comptroller's office.

### **Sale Hours**

Vendors must be present and have their booths open for the entire duration of the show. Early packing/breakdown is not allowed. The event hours are on 12 noon - 5pm Saturday and 12 noon - 5pm on Sunday.



# LE GARAGE SALE

**le garage boutique sale information  
Sept 4-6, 2010**

Le garage staff will be on -site two hours prior to event opening so that you may finish merchandising or re-stocking prior to event opening.

## **Sharing**

If you would like to share a booth, both parties must read this information sheet and sign a contract. All parties participating in the event must sign as Exhibitor on the contract. Only one contract is needed.

## **Transfers and Refunds**

There are no refunds. Transfers will be permitted only if 1.) show is sold out and 2.) enough advance notice is given so that the space may be resold. If these criteria are not met a transfer will not be allowed. A \$20.00 transfer fee will apply to all transfers allowed.

## **Booth Sizes and Prices**

All single spaces are 10 feet across the front and 10 feet deep. Each single space is \$125.00. You may request the number of 10 x 10 spaces that you require for the amount of inventory that you have so, for example, 2 spaces would be 10 ft x 20 ft, 4 spaces would be 20' x 20' etc.

## **Booth Assignments**

Returning vendors are given first option to reserve space at le garage sale. Two weeks after registration is sent to returning vendors, we will open the registration up to new vendors. Please note that we are in the small hall for this event and will sell out space quickly so don't wait to reserve your spot.

## **Where the Sales are Held**

Palmer Events Center, 900 Barton Springs Road, Austin Texas.

## **Set up times**

Move in is the day prior to the sale. We begin move in at 10 am and are in the hall until 6pm. You will have a scheduled move in time since we do drive in/out of building to unload. Your drive in time will be based on your physical location in the hall. Please note that I have assigned move in times to each row on the attached floor plan. When choosing your location options, please consider your preferred move in times.

**Send Checks to: le garage sale Suellen Young, 3529 Fawn Creek Path, Austin, TX 78746.**