

2025 Beaverdale Holiday Boutique Application Process & Policies

Event Dates & Hours

Friday, November 14th - 5:30 PM to 8:30 PM

(Set-up begins at 1:00 PM and must be completed by 5:15 PM.)

Saturday, November 15th - 9:00 AM to 2:00 PM

(Vendors may arrive at 8 AM or later. They must be in their places by 8:45 AM. Packing up begins at 2:00 PM)

*** Please note you must be available on both days to participate as a vendor.*

The **Beaverdale Holiday Boutique** takes place at our Holy Trinity Catholic School building located at 2926 Beaver Ave. Des Moines, Iowa. The 2025 Boutique will mark our 48th annual Boutique which is put on by Holy Trinity Catholic School & Church parents and volunteers. The Boutique is a school fundraiser supported by our School Family Organization. In 2025, the Boutique will fund teachers directly, fund field trips, and provide for special on site experiences and speakers for our preschool through 8th grade students. On site we have a Cafe, Bakery, Spa experience area, and an overall festive holiday shopping experience for approximately 60 plus unique artisans and vendors. An admission fee for Friday and Saturday is taken at the entrance doors.

Vendors must submit an application to be considered for selection by our Beaverdale Holiday Boutique committee. We strive to provide a balanced and unique selection of artisans, crafters, and vendors for our shoppers each year.

We thank you for your interest in our beloved community tradition. Please carefully read our 2025 fees, application process, and policies. Thank you!

2025 Fee Schedule

\$140.00 - 8 ft long x 6 ft deep booth, 2 chairs & 2 vendor badges

(1, 2, 3, or 4 booths of this sized booth may be purchased)

\$10.00 - Electric Fee (Booth placed in close proximity to an electrical outlet)

\$10.00 - Table Rental Fee –one 8 ft long table may be rented per single booth space

\$5 per Additional vendor helper (2 people included per business)

APPLICATION PROCESS

1 – Complete the online application. (Current website, social media or photos must be included to be considered for our Boutique.)

2- Applications will be reviewed on an ongoing basis. You will be notified of the status of your application within 4 weeks of submission.

3 - Once accepted we will send a PayPal invoice to you for the total amount.

Payment options are PayPal, credit card (via Paypal) or mailing a check to:

Beaverdale Holiday Boutique

2926 Beaver Ave.

Des Moines, IA 50310.

Checks must be made out to Holy Trinity with “your business name/ Boutique Vendor” in the memo line.

POLICIES

- Applications are to be completed online via the Google Form application.
- Applications will not be considered complete until all required information is received including photos.
- Photos of your products and/or previous vendor booths must be emailed with your online application unless you have provided a current website or social media page within the application.
- Email vendor photos to beaverdaleholidayboutique@gmail.com with "Your Business Name & Vendor photos" in the email subject line.
- Priority will be given to unique artisans & vendors.
- Competing vendors with similar product categories will be limited to a certain percentage based on the number of vendors participating.
- Direct sale businesses will represent less than 10% of our vendors.
- Our Boutique is a family friendly event. If you are unsure if an item is appropriate for our Boutique, please ask in advance.
- The Boutique Committee will review your application, and notify you by PayPal invoice and/or e-mail if you have been selected.
- Upon acceptance, a PayPal invoice will be emailed with the option to pay by credit card through PayPal, PayPal funds or printing the invoice and mailing it in with a check.
- Please pay your PayPal invoice by the due date listed. Your spot is held once payment is made. Failure to make payment by the due date of the invoice may result in the cancellation of your Invoice and spot. (Applications received and selected after August 1st, 2025 will have a shorter payment deadline.)
- A waitlist is formed and used if any last minute spots become available.
- Our Marketing Team provides the opportunity for your business to be spotlighted on our Facebook and/ or Instagram social media prior to the event. The Google Form application includes a space for you to detail your business story and what products you will be selling. Please keep us updated by email with any photos of recent products.
- Boutique rules and other information will be sent out via email within four weeks prior to the show.

Cancellation Policy: Vendors that cancel by Friday, October 31st, 2025 will receive a full refund. Cancellations must be in writing (e-mail). Any cancellations made on November 1st, or later, will not receive a full refund. (Exception: Full refunds will be given if a vendor from our waiting list can fill in.)

Vendor Booth Space: It is the vendor's responsibility to stay within the allotted space purchased. Spaces will be marked on the floor with painter's tape. You may rent an 8 foot long table from us or bring in any personal shelving, tables, stands, etc. that fit in your allotted space. It's encouraged to use a floor length tablecloth to cover large tables. Two chairs will be provided per vendor.

Friday Night Dinner & Saturday Lunches: Our Cafe offers our vendors the convenient service of pre-ordering onsite meals with pre-payment. Our 2025 Cafe Menu and ordering information will be shared with vendors in the Fall.

Questions? Please email us at beaverdaleholidayboutique@gmail.com or call our Vendor Coordinator at 515-491-1377.