

## TRUNK SHOWS

Thank you for your interest in hosting a trunk show! Many retailers enjoy the added benefits of bringing Dupatta Designs Trunk Shows into their shops to build excitement with customers and boost sales at the stores.

Each trunk show will include an assortment of beautiful accessories including scarves, hats, gloves or other special selections. We will try to work with you to select styles you will love based on season, price, color and fabrication. Plus, it is a great opportunity to offer unique and one-of-a-kind pieces that you do not normally stock.

While our goal is to accommodate as many requests as possible, items are limited, so it's best to plan early. Trunk shows can be schedule up to 12 weeks in advance. Below are details of how the trunk show program works. When you are ready, fill out and return the signed application and we'll get started!

## TRUNK SHOW REQUIREMENTS

1. Trunk shows must be scheduled at least 4-12 weeks in advance of your event.
2. Trunk shows comprise of 25-50 pieces. Your satisfaction is our goal! We will work with you to determine your needs and best selections. Specific style fulfilment requests are not guaranteed.
3. In order to book a trunk show, complete the attached application. A billable credit card must be on file prior to your event.
4. A \$25 processing & handling fee is required and will be charged when styles are shipped.
5. Customers are responsible for initial shipping costs.
6. Trunk show items are shipped on consignment to customers 1 week prior to their event. Immediately upon receipt, customers should review the order to ensure it is complete and that no piece is damaged. Any damages must be reported to Dupatta within 24 hours of receiving the package.
7. Following the event, customers must return unsold items to Dupatta Designs within 5 days. A copy of the invoice, marked with returned items, must be included in the return package.
8. Return shipping is complimentary if you contact Dupatta Designs for a call tag. Be prepared to provide package dimensions and weight for return shipping label. Return shipments sent through other means will not be reimbursed. Late returns may be subject to additional fees.
9. Once the return has been processed, customers will be charged for all non-returned items. The credit card on file will be charged unless alternate payment arrangements were made prior to the event. If no items are returned, the \$25 processing & handling fee will be waived and customers will be charged for all items sent for the trunk show.
10. Customers are responsible for any lost, stolen, or damaged items and all items must be returned in original condition.

**TRUNK SHOW APPLICATION**

**DATE(S) OF EVENT:**

Store Name: \_\_\_\_\_

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

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**TRUNK SHOW REQUESTS** *(check all that apply):*

No. of Styles *(min 25pc):* \_\_\_\_\_ Season:     Fall/Winter     Spring/Summer     All-Season

Style Types:     Cotton     Silk     Wool     Modal     Viscose     Specialty/One-of-a-Kind

Price Range:     \$10-\$19     \$20-29     \$30-39     \$40-\$59     \$60+

Color Preference:     Jewel-Tones     Pastels     Neutrals     Black/White

Comments: \_\_\_\_\_

Please read the trunk show requirements and agree to the following terms. Review the dates below to assure they are correct, then sign and return this contract via fax or email to Dupatta Designs at 215-717-4622 or [info@dupattadesigns.com](mailto:info@dupattadesigns.com).

1. I understand that I am responsible for paying shipping costs to receive the trunk show and the initial \$25 processing and handling fee. NOTE: this fee will be applied as a credit to my purchase if no items are returned.
2. I understand that I am responsible for any lost, stolen or damaged goods.
3. I understand that I must return all unsold items within 5 days following the event.
4. I understand that I will be charged for items not returned when the shipment is received back at Dupatta. I agree to include a copy of my original invoice with returned items clearly marked. All styles must be returned in original condition.
5. I understand that late returns may result in full charge for all items in the trunk show by Dupatta Designs. If items are received at a later time and a return is requested, additional fees may apply.
6. I understand that item cost will be set at time of shipment. Any discounts or special offers that arise after the time of shipment will not be applicable toward pricing.

**CREDIT CARD AUTHORIZATION:**

Credit Card Type:     Visa     Mastercard     Discover     AmEx

Credit Card Number: \_\_\_\_\_ SCC (3-digit Security Code): \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

I have read and understand the trunk show requirements and agree to the terms and conditions as stated above. By signing this form, I authorize Dupatta Designs to charge my credit card.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

**FOR INTERNAL USE ONLY:**

TRUNK SHOW APPROVED:     YES     NO

EVENT DATE: \_\_\_\_\_ NO. OF STYLES APPROVED: \_\_\_\_\_

GOODS TO BE SHIPPED BY: \_\_\_\_\_ GOODS TO BE RETURNED BY: \_\_\_\_\_