



**Durango Welcome Center Window- Shop Local Display**

Throughout the year we will create a display in the center window at the Durango Welcome Center, featuring 4-5 merchants. The goal of this display is to encourage local shopping. Most of the displays will be coordinated with our sidewalk Sales and our local shopping guides. For the display we are looking for merchants to loan items related to the theme of the window display. BID will then use these items to make a unique display to promote local shopping in Downtown Durango. Participating merchants will receive a sign with their business name & address by the merchandise they provide. The DWC receives over 100,000 guests annually, (and many more walk by this window) making this a terrific opportunity to capture the attention of many guests that are visiting the area as well as locals. If you are interested in participating, please complete the following information.

Contact information:

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

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

**Holiday Shopping Display:**

<b>Dates:</b>	<b>Theme</b>	<b>Deadline to apply</b>
December 11-19	Holiday shopping/winter attire	November 10

Please indicate the type of merchandise you would prefer to display:

- Clothing       Gifts       Accessories (hats/scarves etc.)       Sports Equipment
- Furniture       Jewelry       Children’s items- clothes/toys       Home/kitchen/Garden
- Books       Art       Specialty foods       Bed/bath/beauty

Other: (please describe)

Guidelines:

- A BID staff will meet with each merchant to pick out items that will complement the theme of the display.
- Each merchant will need to drop off merchandise to BID staff one week prior to the start date. BID will ask for merchants to complete an inventory list and provide it to a BID at drop off. A BID staff member will check the items in at drop off with each merchant.
- Each promotion will have 4- 5 merchants, depending on the size of the items we have for the display.
- Merchants will need to pick up their merchandise at the Welcome Center by 1pm from a BID staff member. Merchants are responsible for confirming that all merchandise has been returned according to the inventory list and will need to sign the inventory form indicating that all items were returned.
- If you are providing clothing, please provide something to display the clothing on (i.e. mannequin or dress form.) Merchants are encouraged to provide displays for small items especially jewelry.
- If you need to cancel out of this agreement, please let us know two weeks in advance.

Feel free to contact me at (970) 375-5067 if you have any questions. Please return this agreement to [tanyac@downtowndurango.org](mailto:tanyac@downtowndurango.org). We will send you a confirmation once we have reviewed all applicants. At the time of confirmation we will send you an inventory sheet for you to complete with the items you will be providing for the display. Space is made available on a first come first serve basis.