



## Trunk Show Agreement

Congratulations on your decision to hold a House of Wu Trunk Show! Please read, complete, and sign this agreement and fax to 239-277-9863 or e-mail to [orders@houseofwu.com](mailto:orders@houseofwu.com) at least 30 days in advance of the dates that you are requesting. Your dates will not be reserved until we have received and processed your signed agreement. So hurry—you don't want to miss out! Let's get started.

### Qualifications

- Your account must be in good standing at the time we receive your agreement *and* at the time the trunk show samples are to be shipped.
- Your account must have purchased the minimum stock/placing order for the current season for each collection that you are requesting.
- We must have received and approved this signed Trunk Show Agreement 30 days prior to reserving your trunk show dates.

### Advertising

- We expect your trunk show to be advertised aggressively.
- Preferred mediums: aggressive social media, emails to your database, a "call out" on your Web site, in-store signage, local newspaper or magazine print ads, as well as any additional media you choose to use. Electronic images will be provided upon request.
- House of Wu will provide a customized graphic file for your e-mail blasts and social media use.
- House of Wu will promote your trunk show on our Web site and all of our social media platforms.

### Shipping

- You are required to pay the shipping charges to your event. Shipping charges must be paid in advance via credit card (convenience fees will apply).
- You will receive an e-mail confirmation including the list of trunk show samples to be shipped to your event. You must notify House of Wu immediately if there are any discrepancies between your invoice and the samples you receive. Failure to do so may result in additional charges to your account.
- Samples will arrive to you on hangers, with one gown per plastic bag. Standard handling fees will be applied to customer pickups/drop-offs. The day you receive your trunk show samples, you must inspect them and report any and all damages to House of Wu. Failure to do so may result in additional charges to your account.
- Return authorization number and shipping label will be issued to you via e-mail or fax on the following Monday or after your event ends. You are responsible for ensuring the trunk show samples are shipped in time to meet the next event date on time, and you will be charged for all damages incurred from a delayed shipment and/or cancellation of the next event. The samples should be shipped out in the same condition in which they were received by you. You will be charged \$5 per sample if a tag is missing, if it is not hung on a hanger, or if it is not packed in a plastic bag. A packing list must be included with the samples shipped to the next event, and a copy must be provided to House of Wu.
- Your account will be responsible for payment on any invoiced trunk show samples that are not returned within two weeks of the date that the return authorization number and shipping label are issued.

<b>Signature:</b>	<b>Date:</b>
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14975 Technology Court. Fort Myers, Florida 33912-4422 ° 239.277.7099 ° Fax 239.277.9863.

[www.houseofwu.com](http://www.houseofwu.com)



## Trunk Show Agreement

<b>Store Name:</b>	<b>Account #:</b>
<b>Contact Name:</b>	<b>Phone:</b>
<b>Fax:</b>	<b>E-mail:</b>
<b>Ship-to Address:</b>	
<b>Dates Requested:</b>	

<b>List All Collections Requested:</b>
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### Prepaid Freight

<b>Card Type (circle):</b> VISA/MC/AMEX/DISCOVER	<b>Exp. Date:</b>
<b>Card #:</b>	<b>CSC#:</b>

### Attended Trunk Show Options (Based on Availability)

<input type="checkbox"/> <b>\$750</b> (non-refundable): House of Wu will book airline, hotel, and transportation.
<input type="checkbox"/> <b>\$250</b> (non-refundable): Account is responsible to book/pay for airline, hotel, and transportation in trunk show coordinator's name.

*By signing below, you acknowledge and agree to all of the outlined policies and procedures and authorize House of Wu to charge the credit card provided for any additional fees incurred as outlined in this agreement. Please complete and return to House of Wu via e-mail to [orders@houseofwu.com](mailto:orders@houseofwu.com) or fax to (239) 277-9863.*

**TRUNK SHOW SAMPLES ARE NOT FOR SALE**

<b>Signature:</b>	<b>Date:</b>
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Please PRINT the details below for your graphic file and Web site posting:

<b>Store Name:</b>	<b>Event Name:</b>
<b>Event Site:</b>	<b>Phone:</b>
<b>Event Address:</b>	<b>City, State, Zip</b>
<b>Web Site:</b>	<b>E-mail:</b>
<b>Date(s):</b>	<b>Show Time(s):</b>