

# 2017 CN&N Holiday Boutique – Vendor Information and application

## Booth Fees:

- Booth fees vary by size and location, please refer to application
- Corner booths are an additional \$25
- Electricity (lighting purposes only) - \$15
- Jury fee \$25 **NON-REFUNDABLE** (please send separate check)
- Refund policy: no refunds after September 29

## Other fees and costs:

- 10% of gross sales, withheld by CN&N to offset costs and fund community grants
- Credit card fees and sales tax

## Key Dates:

- June 1 – Deadline for applications
- June 15 – jury & notification
- Oct 6 – Final instructions mailed to vendors
- Friday, Nov 3 – Arrival and set-up at Conifer High School
- Saturday, Nov 4 – Boutique open 9 am to 4 pm. Take down and removal of booths by 5 pm
- Nov 14 (no later than) – Checks mailed to vendors for net amount of sales, less sales tax, credit card fees and CN&N 10% stipend.

## The Jury Review Process:

- Jury consists of volunteers to review all applications and select up to 100 to participate in the Boutique.
- All entries reviewed, even past participants. Prior participation does not guarantee acceptance.
- Only products handcrafted and designed by vendor accepted.
- Selection criteria include product originality, quality, creativity, price, and booth appearance.
- A mix of product types, from jewelry to visual arts, and price range selected.
- CN&N reserves the right to make final decisions on vendors selected and booth location assigned.

## Vendor Responsibilities:

- Submit completed application with all required information, photos, and checks by deadline for jury review.
- Personal booth design and layout.
- All display systems, signage, tables, chairs, extension cords and bags for merchandise.
- Install and remove all sales items.
- Staff booth throughout public hours.
- Sell only those products consistent with images submitted for jury review.

## CN&N provides:

- Event promotion throughout mountain communities.
- Free parking and NO shopper entry fee.
- Shuttle for shoppers.
- Volunteer staffing / vendor support.
- Central Cashier: all cash and credit card processing and sales tax deductions and processing.

## About CN&N:

- Conifer Newcomers and Neighbors is a community non-profit established in 1970.
- Over 150 members from the Foothills area make up CN&N.
- The Holiday Boutique is the primary annual fundraiser.
- Funds raised are donated through grants to non-profits in the mountain area.
- Over the years more than \$100,000 has been donated to local charities and causes.
- None of the funds raised through artisan sales at the Holiday Boutique are retained by CN&N.

Please mail materials to: CN&N Holiday Boutique PO Box 1027 Conifer, CO 80433

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Application Checklist – **mail all materials to: CN&N Holiday Boutique PO Box 1027 Conifer, CO 80433**

- Completed application
- Three photos of all work you will be selling
- Photo of your booth
- A self-addressed, stamped envelope
- Signed waiver
- Non-refundable **Jury fee of \$25** \*SEPERATE CHECKS PLEASE
- Booth fee (including any add-ons selected) PLEASE MAKE CHECKS OUT TO: CN&N Holiday Boutique

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

\* Note: We communicate via email

**Booth Selections (non-refundable after September 29)** Please check preferred booth size. If a smaller booth is assigned, difference will be returned.

**GYM:**

\_\_\_\_\_ **8x8** ..... \$85  
 \_\_\_\_\_ **8x8 Corner** ..... \$110

\_\_\_\_\_ **10x10** ..... \$110  
 \_\_\_\_\_ **10x10 Corner** .. \$135

\_\_\_\_\_ **5X7** ..... \$55

**Cafeteria:**all food-related items must be in Cafeteria

\_\_\_\_\_ **7x11** ..... \$95  
 \_\_\_\_\_ **7x13** ..... \$105

\_\_\_\_\_ **Corner (limited availability)** ..... **ADDITIONAL \$25**  
*(Measurements in Cafeteria are approximate due to curved lanes)*

\_\_\_\_\_ **Electricity** ..... **ADDITIONAL \$15**

**TOTAL BOOTH FEES** \_\_\_\_\_

**JURY FEE** \_\_\_\_\_

**Preferred Check-in time – Friday pm:**

We will assign a check-in time between 5 and 8 pm. If you have a special time request for a valid reason, Please note time frame and reason for request:

- \_\_\_\_\_ 5 to 6 pm
- \_\_\_\_\_ 6 to 7 pm
- \_\_\_\_\_ 7 to 8 pm
- \_\_\_\_\_ Saturday set-up 7 am

Considered upon special request.

**List types and price ranges of all items you will be selling**

\* *Do not sell items not shown in photos or on list without prior permission.*

<u>Items</u>	<u>Prices</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Please use back of page if additional space needed.*

**Waiver of Liability**

I, \_\_\_\_\_ representing \_\_\_\_\_ Company, agree and bear full responsibility and full liability for any and all damage or injury which might result from the operation of this booth rented at Conifer Newcomers and Neighbors 2017 Holiday Boutique. I also, by my signature below, hereby release and agree to hold harmless and indemnify the coordinator, staff, directors, officers, members and volunteers and their insurance carrier and Jefferson County School District from any and all claims, actions, or damages without any limitation whatsoever, whether consisting of theft, personal injury, property damage or death that results in any way from my participation as a vendor at the CN&N Holiday Boutique.

By signing this form, I agree to abide by all of the rules set forth in this application. \_\_\_\_\_

Signature

Please mail materials to: CN&N Holiday Boutique PO Box 1027 Conifer, CO 80433