

2019 CN&N Holiday Boutique

Important Background Information

Key Dates

- June 15 Deadline for applications
- July 15 Jury process complete and notifications sent
- September 15 Late-applicant jury process to fill cancellations and waitlist notifications
- October 4 Final information packets sent to vendors
- Friday, Nov 1 Arrival and set-up at Conifer High School, 10441 County Highway 73, Conifer, CO
- Saturday, Nov 2 Boutique open to the public from **9:00 a.m. to 4:00 p.m.**
- November 15 Checks mailed to vendors for amount of sales less credit card fees and CN&N 10% fee

Vendor Responsibilities

- Submit completed application and payment of fees by June 15th deadline
- Booth design with no metal base or no metal feet in contact with the floor and no tent-like covers for booth area
- Booth setup and takedown in efficient manner (recommend bringing carts and dollies to transport materials)
 - Vendors must complete booth setup work by 8:45 p.m. Friday
 - Vendors may return at 7:00 a.m. Saturday to complete setup
 - Volunteers to assist vendors with booth materials will be available only on Friday evening
 - Vendors must complete booth takedown and removal of all materials by 5:15 p.m. Saturday
- Provide all display systems, signage, tables, chairs, bags, pens, calculators and extension cords
- Sell only those products consistent with images and descriptions submitted for jury review
- Booth needs to be staffed throughout the hours the Boutique is open to the public
- Ensure **No Smoking** on school premises by anyone associated with booth

Booth Fees

- Booth fees vary by size and location, please refer to application
- **Nonrefundable** Jury fee of \$25 (separate check required)
- Electricity fee of \$20 (if requested — low-wattage lighting purposes only)
- Premium booth fee of \$35 (if requested) (if unable to meet request, fee will be refunded)
- Refund policy: no refunds after October 1st

Other Fees and Costs

- 10% of gross sales withheld by CN&N to fund community grants
- 2.75% credit card processing fee for merchandise sales paid by credit card
- 4.0% online payment processing fee to cover online credit card processing of jury fee and booth fees

The Jury Review Process

- Only handcrafted juried products are accepted
- Jury consists of volunteers who review all applications and select vendors to participate in the boutique
- All entries reviewed (even past participants — prior participation does not guarantee acceptance)
- Selection criteria include product originality, quality, creativity, price and booth appearance
- CN&N reserves the right to make final decisions on vendors selected and assignment of booth locations

CN&N provides

- All venue rental fees and costs ... free parking and free shuttle bus for shopper ... and **NO** shopper entry fee
- Event promotion and advertising throughout the foothills communities
- Volunteer staffing and vendor support
- Central Cashier — All cash and credit card processing including calculation of the 4.5% sales tax
 - NO cash or credit card processing is allowed at vendor booths

About CN&N

- Conifer Newcomers & Neighbors, established in 1970, is a nonprofit in the foothills with nearly 200 members
- The Holiday Boutique is CN&N's primary annual fundraiser, with proceeds being donated through grants to important causes and nonprofits and causes in our foothills communities
- Over the past 20 years, nearly \$300,000 has been donated to local nonprofits and causes
- None of the funds raised through vendor sales at the Holiday Boutique are retained by CN&N