

2021 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 any cancellations and to notify waitlisted
- October 4 Final information packets sent to vendors
- Friday, Nov. 5 Arrival and set-up at Conifer High School, 10441 County Highway 73, Conifer, CO
- Saturday, Nov. 6 Boutique open to the public from **9:00 a.m. to 4:00 p.m.**
- November 21 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 having no metal base nor metal feet contacting floor or protective tarp and having no tent-like cover
- 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 6:00 p.m. Saturday
- Provide all display systems, signage, tables, chairs, bags, pens, calculators and extension cords
- **Sell only those products consistent with photos and product descriptions submitted with Boutique application**
- Staffing of booth when Boutique is open to the public (volunteers are available to provide short-term coverage)
- Ensure **No Smoking** and **No Vaping** on school premises by anyone associated with the vendor

Booth Fees

- Booth fees vary by size and location, please refer to application
- **Nonrefundable** Jury fee of \$25 (separate check required)
- Premium booth fee of \$35 (if requested); electricity fee of \$20 (if requested—low-wattage lighting purposes only)
- If unable to meet premium location and/or electricity request, fees will be refunded as part of boutique proceeds
- Refund policy: No booth fee refunds after October 6, 2020

Other Fees and Costs

- 10% of gross sales withheld by CN&N to fund grants to local nonprofits and important causes
- 2.75% credit card processing fee for merchandise sales paid by credit card

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 are 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 shoppers ... and **NO** shopper entry fee
- Event promotion and advertising throughout the foothills communities and metro Denver
- 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 1971, 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 in our foothills communities
- Over the past 20 years, more than \$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