

2024 CN&N Holiday Boutique

Important Background Information

Key Dates

- July 15 Initial deadline for applications
- July 30 Jury process complete and notifications sent
- September 15 Late-applicant jury process to fill any cancellations and to notify waitlisted
- Mid October Final information packets sent to artisans
- 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.**
- Late November Checks mailed to artisans for amount of sales less credit card fees and CN&N 10% fee

Artisan Responsibilities

- Creating booth design with no metal base or feet contacting floor or protective tarp and with **no tent-like cover**.
- Planning efficient booth setup/takedown (recommend bringing helpers and carts or dollies to transport materials).
 - Artisans must finish their Friday booth setup and leave the high school by 8:30 p.m.
 - Artisans may return at 7:00 a.m. Saturday to complete setup.
 - To the extent possible, volunteers will be on hand to help artisans with move-in.
 - Artisans must complete booth takedown and removal of all materials by 6:00 p.m. Saturday.
- Providing all display systems, signage, tables, chairs, bags, pens, calculators and extension cords.
- **Selling only products consistent with photos and product descriptions submitted with Boutique application.**
- Pricing items at even dollar amounts to help speed process for cashiers.
- Providing staff for booth while Boutique is open to public.
- Ensuring compliance with **No Smoking, No Vaping and No Alcohol** school policies — by self and associates.

Booth Fees

- **Nonrefundable** Jury fee of \$25.
- Booth fees vary by size and location, please refer to application materials. (We lowered booth fees this year.)
- Premium booth fee of \$35 (if requested); electricity fee of \$20 (if requested – for low-wattage lighting only).
- If unable to meet premium location and/or electricity request, fees will be refunded in final artisan payment.
- Refund policy: No booth fee refunds after October 1, 2024.

Other Fees and Costs

- 10% of artisan gross sales are withheld by CN&N to fund grants to nonprofits and important community causes.
- Credit card processing fees for merchandise sales paid by credit card also will be withheld.

The Jury Review Process

- Only artisan-designed/artisan-created juried products are accepted.
- We do not accept any resellers or distributors or buy-sell vendors.
- Jury consists of volunteers who review all applications and select artisans to participate in the boutique.
- All entries — even from past participants — are reviewed (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 artisans selected and assignment of booth locations.

CN&N Provides

- The venue space for artisan booths + free parking and free shuttle bus for shoppers + no-fee entry for shoppers.
- Event promotion and advertising throughout the foothills communities and metro Denver.
- Volunteer staffing and vendor support.
- A Central Cashier — All cash and credit card processing including calculation and remittance of sales tax.
 - **No cash or credit card payments are allowed at artisan 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 donated to nonprofits and important community causes in the foothills communities. Since 2000, more than \$340,000 has been donated.
- None of the funds raised through artisan sales at the Holiday Boutique are retained by CN&N.