

Welcome to the 2016 Holiday Boutique

Held on Saturday November 5th!

Celebrating our 39th year



*Holiday
Boutique*

We are so excited to have new and returning vendors apply to this event! Conifer Newcomers and Neighbors is a non-profit organization. This is our major fund raiser of the year. The success of this boutique has returned thousands of dollars to needy charities in our foothills communities over the past 39 years.

We have a large group of volunteers who will be on hand to assist with moving in and out and seeing to your positive experience. Booths are in the gymnasium and the close by cafeteria. All locations are visited by our approximately 3,500 shoppers. Central check out is in the lobby. Booths are set up with pipe and drapes to add to the professional experience. Additionally, Conifer High School has two convenient back entrances that make for easy access with carts.

Please note that The Conifer Newcomer and Neighbors Holiday Boutique is a juried handmade only show. We accept fine art and fine crafts that are handmade or designed by the artist.

Our returning artists love our show because our foothills community prefers to shop local and make very loyal customers. We continue to offer our very affordable booth prices and a low sales fee of 10%. We are proud to have a venue for the experienced artists who make substantial sales and for new artists who have a harder time with higher booth fees.

Please complete and SIGN the application below and return to CN&N Holiday Boutique, PO Box 1027, Conifer, CO 80433. If you have any questions, please call me, Laura Garden, 303-627-4701. I have been doing art and fine crafts shows, as Laura's Glass Garden for 16 years and highly recommend this special event.

Best wishes,

Laura Garden

Attention all artisans and craftsman ---- Here is your **INVITATION** to participate

2016

CN&N Holiday Boutique

The 39th annual juried arts and crafts event

Saturday, November 5, 2016

Conifer, Colorado

Up to 100 vendor booths

2500-3000 shoppers

9 am to 4 pm

At Conifer High School

10441 Hwy 73, 80433

Organized by
Conifer Newcomers & Neighbors

Application available at
www.coniferneighbors.org

CN&N provides

- Event promotion throughout the mountain area
- Free shopper parking and NO shopper entry fee
- Shuttle for shoppers
- Jury review of all applications to ensure highest quality and variety of sales items at a range of prices consistent with area shopper interests
- Facility rental and booth curtain/rod set-up
- Two sale locations in the high school: the cafeteria and the gymnasium
- Volunteer staffing/ vendor support
- Cashier services: all cash and credit card processing and sales tax deductions and processing

Vendor responsibilities

- Submit completed application with all required information, photos and checks by deadline (see application form for details) for jury review
- Personal Booth design and layout
- All display systems, signage, tables, chairs, extension cords, and bags for merchandise
- Installing and removing all sales items
- Staff booth throughout public hours
- Sell only those products consistent with images submitted to the jury review

Vendor fees and costs

- Jury processing and booth rental fees (see application form for details)
- 10% of gross sales, withheld by CN&N to offset costs and to fund community group grants
- Credit card fees and sales tax

The Jury Review Process

- Jury of up to 8 volunteers established to review all vendor 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 the 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 rights to make final decisions on vendors selected and booth location assigned.

Key dates

- **August 30** - Deadline for applicants
- **Aug 15** - jury & notification
- **Oct. 3** - Final instructions mailed to selected vendors
- **Friday, November 4** - Arrival and set-up at high school
- **Saturday, November 5** - Take down and removal of all booths by 5 pm
- **10 work days later, Nov. 15-** Checks mailed to vendors for net amount of sales after sales tax, credit card fees and CN&N 10% stipend.

About the CN&N

- Conifer Newcomers and Neighbors is a community non-profit group established in 1970.
- Over 150 members from all of the Foothills areas make up CN&N.
- The Holiday Boutique is its primary annual fundraiser.
- Funds raised are donated through grants to not-for-profits in the mountain area.
- Over the years more than \$100,000 has been given to local charities and causes.
- None of the funds made through artisan sales at the Holiday Boutique are retained by CN&N.

Office use: Juried status

Booth Selections (non-refundable after September 30th) Please check preferred booth size. If assigned a smaller booth, money difference will be returned.

GYM:

____ 10x10..... \$110
____ 8x8..... \$85
____ 5x7..... \$55

Cafeteria: all food-related items must be in Cafeteria

____ 7x10 \$95
____ 7x13..... \$105

Premium booths + \$25 Corners and window aisle in cafeteria

(Measurements are approximate due to curved lanes in the Cafeteria)

Preferred Check-in Times Friday pm:

We will assign you a check-in time between 4:30 and 8:00 pm. If you have a special time request for a valid reason, please note time frame and reason for requested time:

____ 4:30 to 6 pm
____ 6 to 7 pm
____ 7 to 8 pm
____ Saturday set-up 7:00 AM considered upon special request.

Checks are to be made out to:

(Check one)

____ **My Name**
____ **Business Name**

Note: We communicate via email.

Office: Booth number assigned

Name

Business Name

Address

City

State Zip

Day Phone

Cell Phone

Email

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

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

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

(please use page back)

\$ chk.# I would like electricity
for \$15 for lighting only.....limited amount available.
\$ chk.# **Jury fee of \$20**
\$ chk.# **Booth fee**

Office: Check in time assigned

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 2015 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 carriers 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

Date:

The following enclosures are essential: 'x' off as completed

____ **Enclose 3 photos of all your work you'll be selling.**

____ **Enclose a photo of your booth.**

____ **NOTE: Photos cannot be returned**

____ **Enclose a self-addressed stamped envelope.**

____ **I signed my waiver.**

____ **I read page 1 and 2 (there are changes this yr)**

Mail to:

CN&N Holiday Boutique
PO Box 1027
Conifer, CO 80433