

2019 FALL ARTS & CRAFT BOUTIQUE  
OCTOBER 19 & 20, 2019  
CORPUS CHRISTI ROMAN CATHOLIC CHURCH - TUCSON

VENDOR APPLICATION

VENDOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

PLEASE DESCRIBE YOUR ART, CRAFT OR ITEMS FOR SALE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH 2 PHOTOS THAT REPRESENT YOUR ITEMS FOR SALE. PLEASE AT-  
TACH A PRICE TAG WITH YOUR DISTINGUISHING MARK/STAMP ON THE BACK OF THE TAG.  
**PHOTOS MUST BE INCLUDED FOR APPLICATION TO BE COMPLETE**  
**(EVEN IF YOU ARE A REPEAT VENDOR!)**

BOOTH SPACE IS APPROX. 10' WIDE X 7' DEEP  
SPACE FEE \$50.00 PLUS 15% OF SALES  
TABLE RENTAL? No \_\_\_ YES \_\_\_ QUANTITY? \_\_\_ (MAX. 2) \$10 EA.  
WE HAVE A LIMITED NUMBER OF TABLES AVAILABLE FOR RENT. ALL TABLES  
MUST BE REQUESTED AND PAID FOR AT TIME OF APPLICATION.  
WE MAY NOT BE ABLE TO ACCOMMODATE EVERY TABLE REQUEST.  
MUST HAVE ACCESS TO ELECTRICITY? No \_\_\_ YES \_\_\_  
WE WILL DO OUR BEST TO ACCOMMODATE. VERY LIMITED AVAILABILITY.

SHOW DATES AND HOURS:

SATURDAY, OCTOBER 19, 2019

9:30 AM - 6:00 PM

SUNDAY, OCTOBER 20, 2019

8:30 AM - 2:00 PM

BY SIGNING BELOW, I RELEASE CORPUS CHRISTI ROMAN CATHOLIC PARISH - TUCSON FROM ALL LIABILITY FOR LOSS, THEFT OR DAMAGE TO ART, CRAFTS, INVENTORY, OR PERSONAL PROPERTY.

I HAVE READ AND AGREE WITH ALL RULES, REQUIREMENTS, AND RESPONSIBILITIES OF PARTICIPATION.

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SIGNATURE

DATE

PLEASE SIGN AND RETURN THIS APPLICATION - PAGE 1 & 2 (3, IF APPLICABLE). INCLUDE YOUR \$50. ENTRY FEE BY June 7, 2019. PLEASE INCLUDE ANY TABLE RENTAL FEES, PHOTOS OF YOUR ITEMS AND A SAMPLE OF YOUR TAG TO:

CORPUS CHRISTI CATHOLIC CHURCH  
FALL ARTS & CRAFT BOUTIQUE  
300 N. TANQUE VERDE LOOP ROAD  
TUCSON, AZ 85748

THANK YOU,



THE FALL ARTS & CRAFT BOUTIQUE COMMITTEE

DIANE, LINDA AND ALISSA

Dear Vendors:

Because of space limitations, high demand and a desire to accommodate our customers by providing a variety of art and crafts, there will be very limited approval for more than one space.

The application for our 2019 show is for one space at \$50.00.

If you are submitting an application, please include the fee for one space.

If you are interested in an additional space or half space, please submit this request along with your application. PLEASE DO NOT send any fees for additional space at this time.

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**REQUEST FOR ADDITIONAL SPACE**

VENDOR NAME \_\_\_\_\_

DESCRIPTION OF YOUR ITEMS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUEST FOR ADDITIONAL 1/2 SPACE \_\_\_\_\_ FULL SPACE \_\_\_\_\_

|  |
|--|
| <p>Approved _____</p> <p>Request for Additional Fees Sent _____</p> <p>Additional Fees Received _____</p> <p>Declined _____</p> <p>FOR COMMITTEE USE</p> |
|--|

## CORPUS CHRISTI FALL ARTS & CRAFT BOUTIQUE

### SHOW DATES:

SATURDAY, OCTOBER 19, 2019 9:30 AM - 6:00 PM  
SUNDAY, OCTOBER 20, 2019 8:30 AM - 2:00 PM

### SHOW LOCATION:

CORPUS CHRISTI CATHOLIC CHURCH - COMMUNITY CENTER  
300 N. TANQUE VERDE LOOP ROAD  
TUCSON, AZ 85748

### SHOW SET UP:

FRIDAY, OCTOBER 18, 2019 10 AM - 1 PM OR 6 - 8 PM  
NO SET UP BETWEEN 1 PM AND 6 PM.

### ENTRY FEE:

\$50.00 FOR BOOTH SPACE (APPROX. 10' X 7') PLUS 15% OF SALES

### TABLE RENTAL FEE:

\$10.00 PER TABLE PLEASE REQUEST AT TIME OF APPLICATION.  
LIMITED AVAILABILITY

### VENDOR MEETING COMMITMENT:

VENDOR ATTENDANCE IS MANDATORY AT AN ORGANIZATIONAL MEETING  
AT CORPUS CHRISTI. MEETING IS SCHEDULED FOR **MONDAY,**  
**SEPTEMBER 23 RD, AT 6 PM.** DETAILS MAILED IN EARLY SEPTEMBER

### FEES AND APPLICATION:

THE \$50.00 ENTRY FEE AND ANY OTHER APPLICABLE FEES ARE DUE  
WITH YOUR APPLICATION. PLEASE MAKE CHECKS PAYABLE TO:

*CORPUS CHRISTI CATHOLIC CHURCH/BOUTIQUE*

*MAIL TO: CORPUS CHRISTI CATHOLIC CHURCH  
FALL ARTS & CRAFT BOUTIQUE  
300 N. TANQUE VERDE LOOP ROAD  
TUCSON, AZ 85748*

## **CORPUS CHRISTI FALL ARTS & CRAFT BOUTIQUE AGREEMENT RULES, REQUIREMENTS, AND RESPONSIBILITIES OF PARTICIPATION**

BY PARTICIPATING IN THE CORPUS CHRISTI FALL ART & CRAFT BOUTIQUE, YOU AGREE TO ACCEPT THE FOLLOWING REQUIREMENTS AND RESPONSIBILITIES:

CORPUS CHRISTI ROMAN CATHOLIC CHURCH - TUCSON - IS NOT RESPONSIBLE FOR ANY LOSS, DAMAGE, THEFT OF YOUR MERCHANDISE OR PERSONAL BELONGINGS. PRECAUTIONS WILL BE TAKEN; HOWEVER, YOU ASSUME THE RESPONSIBILITY FOR YOUR ITEMS.

ENTRY FEES ARE DUE AT THE TIME OF APPLICATION. ONLY APPROVED MERCHANDISE CAN BE SOLD. ALL APPLICATIONS WILL BE JURIED. PAST PARTICIPATION DOES NOT GUARANTEE AUTOMATIC ACCEPTANCE. ALL VENDORS WILL BE NOTIFIED OF THEIR STATUS BY LATE JUNE.

ONCE APPROVED, YOUR ENTRY FEE IS NON REFUNDABLE. IF YOUR APPLICATION IS NOT ACCEPTED, YOUR ENTRY FEE WILL BE REFUNDED.

A LIMITED NUMBER OF TABLES WILL BE AVAILABLE FOR RENT AT A COST OF \$10.00 EACH. IF YOU REQUIRE ONE, PLEASE REQUEST IT AT THE TIME OF APPLICATION.

A COMMISSION OF 15% OF YOUR GROSS SALES WILL BE DEDUCTED AND THE BALANCE SUBMITTED TO YOU, MINUS ANY ADDITIONAL FEES.  
CHECKS WILL BE MAILED NO LATER THAN 14 DAYS AFTER SHOW END.

### **OFFERING THE USE OF A CREDIT CARD TO CUSTOMERS INCREASES SALES.**

THE COST OF OFFERING CREDIT IS OVER 3% OF EACH CREDIT TRANSACTION. THE CREDIT CARD FEE WE COLLECT DOES NOT COVER THE COSTS ASSOCIATED WITH OUR OFFERING THE USE OF CREDIT CARDS.

A NOMINAL CREDIT CARD USE FEE WILL BE CHARGED TO ALL VENDORS, AS FOLLOWS:  
GROSS SALES OF

|               |            |                      |
|---------------|------------|----------------------|
| \$1.00 To     | \$250.00   | \$4.00 FEE DEDUCTED  |
| \$251.00 To   | \$500.00   | \$7.00 FEE DEDUCTED  |
| \$501.00 To   | \$750.00   | \$10.00 FEE DEDUCTED |
| \$751.00 To   | \$1,000.00 | \$15.00 FEE DEDUCTED |
| \$1,001.00 To | \$1,500.00 | \$20.00 FEE DEDUCTED |
| \$1,501.00 To | \$2,000.00 | \$25.00 FEE DEDUCTED |
| \$2,001.00 To | \$2,500.00 | \$30.00 FEE DEDUCTED |
| \$2,501.00 To | \$3,000.00 | \$35.00 FEE DEDUCTED |
| \$3,001.00 To | \$3,500.00 | \$40.00 FEE DEDUCTED |
| \$3,501.00 To | \$4,000.00 | \$45.00 FEE DEDUCTED |

ATTENDANCE AT THE VENDOR MEETING IS MANDATORY. AT THIS MEETING WE WILL DISCUSS PROCEDURES, SCHEDULES, AND ALL THE DETAILS THAT MAKE THE SHOW RUN SMOOTHLY.

EACH VENDOR IS RESPONSIBLE FOR SETTING UP THEIR OWN BOOTH/ AREA/SPACE. ANY EXTRA STOCK MUST BE STORED UNDER YOUR TABLE. WE CANNOT PROVIDE SPACE FOR BACK UP INVENTORY. FLOOR LENGTH TABLE COVERS ARE REQUIRED, PREFERABLY IN A NEUTRAL TONE.

EACH VENDOR AGREES TO COMPLY WITH SET UP TIMES. PLEASE BE COURTEOUS OF OTHER VENDORS.

PLEASE DO NOT PACK UP AT THE END OF THE SHOW UNTIL SHOPPERS ARE DONE SHOPPING. A MANAGER WILL ANNOUNCE WHEN IT IS OKAY TO PACK UP.

IF YOU WANT TO BUY SOMETHING FROM ANOTHER VENDOR, DO NOT HOLD THAT ITEM IN YOUR BOOTH. PLACE THE ITEM IN THE HOLDING AREA (WITH YOUR NAME) AND PURCHASE AFTER YOUR SHIFT OR ASAP. NO OVERNIGHT HOLDS.

ONE APPLICATION, ONE CHECK. WE CANNOT SPLIT CHECKS TO 2 OR MORE PEOPLE SHARING A BOOTH.

IF YOU ARE RESPONSIBLE FOR COLLECTING YOUR OWN SALES TAX - PLEASE - BUILD IT INTO YOUR PRICE! WE ARE NOT REQUIRED TO COLLECT SALES TAX. PLEASE LET US KNOW IF YOU ARE ADDING TAX SO WE CAN MAKE THE PROPER ADJUSTMENTS WHEN ISSUING YOUR CHECK.

**PROPER TAGGING IS CRITICAL TO BEING PAID CORRECTLY:**

- \* NO HOMEMADE TAGS.
- \* ONLY PERFORATED TAGS WITH YOUR STAMP OR NUMBER ON THE BACK.
- \* DO NOT USE YOUR SPACE NUMBER AS YOUR IDENTIFICATION MARK. PICK AN IDENTIFYING STAMP, NUMBER OR MARK. YOUR STAMP, NUMBER OR MARK MUST BE APPROVED AT THE VENDOR MTG.
- \* IDENTIFIER MUST BE ON BOTH THE TOP AND BOTTOM PARTS OF THE BACK OF THE TAG.
- \* WRITE PRICES CLEARLY!
- \* YOU CAN PURCHASE APPROVED TAGS AT THE VENDOR MEETING.
- \* WE WILL RETURN TAGS (FROM SOLD ITEMS) TO YOU, ALONG WITH YOUR CHECK.

**SAMPLE TAG**

FRONT OF TAG

A diagram of the front of a tag. It is a vertical rectangle with rounded corners and a small circle at the top center for a hole. The tag is divided into two identical sections by a horizontal dashed line. Each section contains four lines of text with blank lines for writing: "No. \_\_\_\_\_", "STYLE \_\_\_\_\_", "SIZE \_\_\_\_\_", and "PRICE \_\_\_\_\_".

BACK OF TAG

A diagram of the back of a tag. It is a vertical rectangle with rounded corners. It contains two "Vendor Mark" labels, one above a horizontal dashed line and one below it.

JEWELRY SALES

3 PART SALES TICKET

THIS APPLIES TO THOSE SELLING JEWELRY OR EXPENSIVE ITEMS THAT YOU WISH TO BE PAID FOR BEFORE GIVING TO CUSTOMER.

DO NOT USE THE THREE PART TICKET AND A PERFORATED TAG FOR THE SAME ITEM!!

PLEASE WRITE LEGIBLY.

PUT INITIALS OR VOLUNTEER NAME IN "SOLD BY" BOX. PLEASE USE THE CORRECT DATE. THIS HELPS US - IF THERE IS A QUESTION ABOUT THE SALE.

IF THERE ARE MULTIPLE ITEMS AT THE SAME PRICE - PLEASE FILL IN QUANTITY, ITEM PRICE UNDER "PRICE" AND THE TOTAL FOR THAT ITEM UNDER "AMOUNT."

TOTAL ALL AMOUNTS AT THE BOTTOM OF THE SALES TICKET AND CIRCLE AMOUNT THAT THE CUSTOMER IS TO PAY.

THE TOP COPY (WHITE) AND YELLOW COPY GO WITH THE CUSTOMER TO THE CHECKOUT AREA. THE CUSTOMER PAYS FOR THE ITEMS.

THE WHITE COPY IS KEPT BY THE CASHIER, THE YELLOW COPY IS STAMPED "PAID" AND GIVEN BACK TO THE CUSTOMER.

THE CUSTOMER GOES BACK TO THE VENDOR WITH THE "PAID" YELLOW TICKET AND VENDOR GIVES CUSTOMER THEIR ITEMS. THE YELLOW COPY IS FOR THE CUSTOMER TO KEEP.

THE THIRD (PINK) COPY STAYS IN THE SALES BOOK FOR THE VENDOR.

1600  
Your Vendor Name / Info

|                      |             |           |                |
|----------------------|-------------|-----------|----------------|
| CUSTOMER'S ORDER NO. |             | DEPT.     | DATE: 10/20/18 |
| NAME: Jane Customer  |             |           |                |
| ADDRESS:             |             |           |                |
| CITY, STATE, ZIP     |             | Phone #   |                |
| SOLD BY: DA          | CASH        | C.O.D.    | CHARGE         |
|                      | ION ACCT.   | ADNS ETD. | PAID OUT       |
| QUANTITY             | DESCRIPTION | PRICE     | AMOUNT         |
| 1                    | bracelet    |           | 10.00          |
| 3                    | rings       | 10.       | 30.00          |
| 1                    | wallet      |           | 25.00          |
|                      |             |           | 65.00          |
| RECEIVED BY:         |             |           |                |