

Fall Arts/Crafts Boutique
Corpus Christi Roman Catholic Church - Tucson

VENDOR APPLICATION - October 19 & 20, 2013

Name _____

Address _____

_____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Please describe your art, crafts or items for sale: _____

I would like: # _____ Spaces (approx 10' x 7') _____ access to electricity

_____ Tables (rented for \$10 each)

Please attach 2 photos that show/represent your items for sale. Please attach a price tag with your distinguishing mark/stamp on the back of the tag.

** The Show Dates and Hours:

Saturday, October 19, 2013 9:30 am-4:30 pm (6 or 6:30 pm)

Sunday, October 20, 2013 8:30 am-2:00 pm

We are considering staying open on Saturday until 6 or 6:30 pm in order to allow Mass attendees to shop and eat after Mass.

Would you support this change? YES _____ NO _____

COMMENTS: _____

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 (3 pages).

Signature

Date

Please sign and return this application, along with your \$35 application/entry fee by MAY 17, 2013, please include any table rental fees, photos of your items and a sample of your tag to:

Corpus Christi Catholic Church
Fall Arts/Crafts Boutique
300 N. Tanque Verde Loop Road
Tucson, AZ 85748

Thank you,



The Fall Arts/Crafts Boutique Committee
Diane, Alissa and Linda

CORPUS CHRISTI FALL ARTS/CRAFTS BOUTIQUE
RULES, REQUIREMENTS, AND RESPONSIBILITIES OF PARTICIPATION

SHOW DATES:

Saturday, October 19, 2013 9:30 AM - 4:30 PM (6 or 6:30 pm)
Sunday, October 20, 2013 8:30 AM - 2:00 PM

Please note that we are considering staying open until 6 or 6:30 pm on Saturday.

SHOW LOCATION:

Corpus Christi Catholic Church - Community Center
300 N. Tanque Verde Loop Road
Tucson, AZ 85748

SHOW SET UP:

Friday, October 18 10 AM - 1 PM OR 6-8 PM
NO set up between 1 pm and 6 pm.

ENTRY FEE:

\$35.00 per space (approximately 7' x 10') plus 15% of sales

TABLE RENTAL FEE:

\$10 per table Please request at time of application.

VENDOR MEETING COMMITMENT:

Vendor attendance is mandatory at an organizational meeting at Corpus Christi. A tentative date of September 30th at 6 pm has been set. Details will be emailed in early September.

FEES AND APPLICATION:

The \$35.00 entry fee and any other applicable fees are due with your application. Please make checks payable to:

Corpus Christi Church/Boutique

***Mail to: Corpus Christi Catholic Church
Fall Arts/Crafts Boutique
300 N. Tanque Verde Loop Road
Tucson, AZ 85748***

CORPUS CHRISTI FALL ARTS/CRAFTS BOUTIQUE - AGREEMENT RULES, REQUIREMENTS, AND RESPONSIBILITIES OF PARTICIPATION

By participating in the Corpus Christi Fall Arts/Crafts 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 May 31st.

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 about 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 | \$2.50 fee deducted |
| \$251.00 to | \$500.00 | \$5.00 fee deducted |
| \$501.00 to | \$750.00 | \$7.50 fee deducted |
| \$751.00 to | \$1,000.00 | \$10.00 fee deducted |
| \$1,001.00 to | \$1,500.00 | \$15.00 fee deducted |
| \$1,501.00 to | \$2,000.00 | \$20.00 fee deducted |
| \$2,001.00 to | \$2,500.00 | \$25.00 fee deducted |
| \$2,501.00 to | \$3,000.00 | \$30.00 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.

PROPER TAGGING IS CRITICAL TO YOUR 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

No. _____
STYLE _____
SIZE _____
PRICE _____

No. _____
STYLE _____
SIZE _____
PRICE _____

Vendor Mark

Vendor Mark

BACK OF TAG