



CORPUS CHRISTI FALL ARTS & CRAFT BOUTIQUE

OCTOBER 16 & 17, 2021

Dear Potential Vendor/Boutique Applicant,

The Corpus Christi Catholic Church Boutique Committee invites you to apply for our “10th/11th” Annual Fall Arts/Craft Boutique to be held on Saturday, October 16 and Sunday, October 17.

We will accept applications until **Friday, June 11**.

Entry fee is \$50.00 for a 10' x 7' space and 15% of your sales. **Please do not send any fees with application.** Fees will be billed in September, once show is confirmed. We are hopeful that public health conditions will improve enough to allow us to safely hold this event.

Applications will be juried and acceptance notifications sent by **Monday, June 28**.

Please mail your completed application to:

Corpus Christi Catholic Church
Fall Boutique Committee
300 N Tanque Verde Loop
Tucson, AZ 85748

Or scan/email to:
fallartsboutique@cccctucson.org

We truly hope that we will be able to have a successful show in October. The health and safety of our vendors, parishioners, staff, the general public, and our volunteers is our greatest concern.

Be safe. Be well.

Alissa Dionne, Linda Calandrella and Diane Arnold
Boutique Co-coordinators
Corpus Christi Fall Arts/Craft Boutique

Vendor application

Ministry Application

2021 FALL ARTS & CRAFT BOUTIQUE
OCTOBER 16 & 17, 2021
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 ATTACH 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
SPACE FEES AND TABLE FEES WILL BE DUE IN SEPTEMBER
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 16, 2021
SUNDAY, OCTOBER 17, 2021

9:30 AM - 6:00 PM
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.

I UNDERSTAND THAT THIS SHOW MAY BE CANCELLED IF THE DIOCESE, PARISH, AND ORGANIZERS HAVE ANY CONCERNS OVER HEALTH AND SAFETY CONDITIONS. THIS DECISION WILL BE MADE IN SEPTEMBER.

SIGNATURE

DATE

PLEASE SIGN AND RETURN THIS APPLICATION - PAGE 1 & 2 (3, IF APPLICABLE). INCLUDE 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 2021 show is for one space at \$50.00. Space and table fees will be billed at a later date.

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.

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 16, 2021 9:30 AM - 6:00 PM
SUNDAY, OCTOBER 17, 2021 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 15, 2021 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 DATE & DETAILS WILL BE AVAILABLE IN
EARLY SEPTEMBER. VENDOR MEETING MAY BE HELD ON ZOOM.

FEES AND APPLICATION:

THE \$50.00 ENTRY FEE AND ANY OTHER APPLICABLE FEES WILL BE
BILLED AT A LATER DATE.

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 WILL BE BILLED AT A LATER DATE. 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. THIS MEETING MAY BE HELD VIA ZOOM (TO BE DETERMINED).

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
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 the following text and lines: "No. _____", "STYLE _____", "SIZE _____", and "PRICE _____".

BACK

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 |
| | CON ACCT. | MOSE RFD. | PAID OUT |

| QUANTITY | DESCRIPTION | PRICE | AMOUNT |
|----------|-------------|-------|--------------|
| 1 | bracelet | | 10.00 |
| 3 | rings | 10. | 30.00 |
| 1 | wallet | | 25.00 |
| | | | <u>65.00</u> |

RECEIVED BY:

2021 Fall Arts & Craft Boutique
October 16 & 17, 2021

Corpus Christi Roman Catholic Church - Tucson

MINISTRY APPLICATION - Due by June 11, 2021

MINISTRY _____

Contact _____

Phone _____ Cell Phone _____

Email _____

Please describe your art, craft or items for sale:

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.

SUBMIT THIS PAGE ONLY!

Please keep pages 2 -6 for reference.

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).

I understand that this show may be cancelled if The Diocese. Parish, and organizers have any concerns over health and safety conditions. This decision will be made in September.

Signature

Date

CORPUS CHRISTI FALL ARTS & CRAFT BOUTIQUE 2021

SHOW DATES:

Saturday, October 16, 2021 9:30 AM - 6:00 PM
Sunday, October 17, 2021 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 15 10 AM - 1 PM OR 6 PM - 8 PM
NO set up between 1 PM and 6 PM

PLEASE - THIS APPLIES TO MINISTRIES, AS WELL AS VENDORS!!

ENTRY FEE IS WAIVED FOR CORPUS CHRISTI MINISTRIES

TABLE RENTAL FEE IS WAIVED FOR CORPUS CHRISTI MINISTRIES

MANDATORY MEETING:

Attendance is mandatory at an organizational meeting in September
Date to be determined

APPLICATION:

Your Ministry application is due by June 11, 2021 If your Ministry would like to participate in the Boutique we need your application by this date. We receive more applications than we have space. We want to accommodate our Ministries and also offer as many spaces as we can to vendors.

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

By participating in the Corpus Christi Fall Arts & 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.

Only approved merchandise can be sold.

A limited number of tables will be available. If you require one, please request it at the time of application.

Checks will be available 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 participants, including Ministries, 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 Ministry 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. **Please do not block exits, storage areas, doorways.**

Each Ministry agrees to comply with set up times. **We have set times to assure that at least one of us is present in the hall during any set up.** It is a long week for us and we do our best to accommodate everyone by having an early set up and a late set up on Friday. Please set up during the designated hours. We truly appreciate your cooperation on this!

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 wish 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.

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

The diagram shows the front of a tag with rounded corners and a hole at the top. It is divided into two sections by a horizontal dashed line. Each section contains the following labels with lines for input: No. _____, STYLE _____, SIZE _____, and PRICE _____.

BACK OF TAG

The diagram shows the back of a tag with rounded corners. It is divided into two sections by a horizontal dashed line. Each section contains the text "Vendor Mark" centered above the line.