



Our Lady of Mercy School Christmas Boutique

Friday, November 4th, 2011 5:00pm – 9:00pm

Saturday, November 5th, 2011 9:00am – 4:00pm

Crafter Guidelines

Description of event: This is a fundraising event, which is open to Handcrafters and Artisans only. This having been said, there will be a separate, designated area where items will be sold for fundraising purposes (ie. wrapping paper, candles, school related items, baked goods, etc) All of the vendors selling these items are giving their proceeds directly to our school. Therefore, there may be some products in this area that are not hand-made. We will do our best to ensure that none of the items sold in this area will compete with any of the items made by our artisans.

Attendance: This event is an annual event in its 12th year. Last year had 1500 customers and 50 participating vendors in attendance over the course of the two-day event.

Application process: Applications will be considered upon receipt on a first-come, first-served basis, as well as quality and diversity of products and the jury's decisions are final. **The deadline for all applications is October 1, 2011.** All applications must include a detailed description of all products and photographs or a website where items can be viewed. If you display items at the boutique that were not listed on the application, we may ask you to remove them. Please write your name and address on the back of any photos and they will be returned to you

Booth Fees: \$140.00 dollars for a full booth or \$70.00 dollars for a half a booth (only offered in the classrooms - locations indicated on site map) for the two-day show. The fee includes continental breakfast during set-up for Saturday's show, restroom and lunch coverage of your booth upon request and assistance with set-up and clean-up of your booth again, upon request. Due to the unique configuration of the school, we cannot guarantee exact measurements of crafter spaces.

Location/size of booths – We offer two different atmospheres for location of booths: “classroom” booths and “gymnasium” booths. Depending on your products, personality and personal preference, each environment offers unique advantages to best accommodate your particular style. **Booth locations are assigned in the order applications are received and accepted.** All full booths provide for approximately 80 sq. feet of space. The booths in the gymnasium are typically square in shape and the booths in the classrooms are typically rectangular in shape. A site map of the event is available on our website so that you can view the location of all our crafter booths and the flow of customers throughout the event. We encourage you to look at the site map before submitting your application so you can indicate where your preference is for your booth. **You will need to put your 1st, 2nd AND 3rd choices on the application.** Since we cannot guarantee everyone's choices, if at the time we accept your application your first three choices are already reserved, we will assign you to the closest available booth. If you have a specific spot that you would like, we would encourage you to get your application in ASAP.

Crafters' Special Requests: As our crafters are our number one priority in this event, we will always do our best to accommodate your needs. Tables can be supplied at a cost of \$10 per table. Chairs, electricity and wall space will be provided, per request on application, based on availability.

Donation: We ask that each crafter donate an item valued at \$25 or more to be included in a raffle to benefit OLM.

Publicity: Our Lady of Mercy School, a non-profit, archdiocesan Catholic elementary school, will be placing notices about the boutique in The Hartford Courant, The New Haven Register, The Source, The Shore Line Times, as well as other weekly newspapers in the area, and on the local cable television stations. The boutique will be highly publicized within the school community and throughout local churches and merchants. Sandwich boards are placed at highly visible areas throughout the town. E-Mail Campaigns, Flyers, posters and signs will also be placed strategically in the area. Flyers can be e-mailed and/or mailed to crafters upon request to be included in event calendars.

Taxes: A State of Connecticut Sales and Use Tax Permit is required for participation in the boutique. Your number must be listed on the application. There will be no exceptions. Any crafter who does not have a tax ID number at the show will be asked to leave the premises. To obtain a tax ID number, contact the CT State Tax department. Crafters are responsible for collecting applicable sales tax.

Miscellaneous: Crafters are responsible for covering their own tables with fabric that reaches the floor. Boxes holding extra inventory must be stored underneath tables. All crafters must remain until closing time. The building is well lit throughout, but you are welcome to bring additional lighting if desired. Food and beverages will be available for sale throughout both days of the boutique.

Directions: Take I-95 to exit 61. At the end of the ramp, take Route 79 South to Route 1 (Boston Post Road). Turn right on Route 1; travel West through Madison for about 2 miles. Turn left onto Neck Road (Schoolhouse Deli is on the corner) and travel straight until you reach the entrance to the school on the left.

Questions: Please contact Liz Connelly and/or Lori Dziuba at christmasboutique@olmschool.com

