

Divine Child Elementary School
41st Annual Holiday Boutique
Saturday, November 4, 2017 9:00a.m. to 4:00p.m.

Name: _____ Email Address: _____

Business Name: _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Website Address: _____

Type of Craft (Be Specific): _____

Brief Description of Display (include height and width of backdrop):

Fees

_____ Single Space (Approx 9'x5') \$80.00 or **\$70 if paid by April 14, 2017**

_____ Double Space (Approx 17'x5') \$150.00 or **\$140 if paid by April 14, 2017**

_____ Electricity – Additional \$5.00 per applicant (**limited quantities available**)

_____ Total **Returning Crafter** – Yes or No 2015 Table #: _____

Please circle the number of items needed (Provided at no charge):

8ft. tables 0 1 2 Chairs 0 1 2

Application Requirements – You must submit the following:

Completed application

1. Three or more photos; two of your craft and one of your entire display
2. Space/electrical fees
3. **Check made payable to Divine Child Parents Guild** or complete the attached credit card form.
4. **Show packet will be emailed to you prior to the show. If you do not have an email address please include a stamped, self-addressed legal size envelope so we may mail you the information.**

Application Deadline: August 31, 2017

Send to Divine Child Holiday Boutique
c/o Erika Laszlo
33214 Sheridan
Garden City, MI 48135

You will receive notification of your participation status by June 2017. Checks of non-participating exhibitors will be returned and credit card payments will not be processed.

The Divine Child Parents Guild and its representatives assume no responsibility of any kind for artists, their employees or property. Insurance, if desired, is the responsibility of the artist. The artist's application with money and signature at the bottom indicates they have read and will abide by all rules contained with the application and the accompanying letter.

Date: _____ Signature: _____

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Dear Crafter –

We look forward to our 41st year and hope you will join us. Our show continues to be one of the best in the area and we attribute this to our dedicated volunteers and to the outstanding quality of the participating crafters.

As always, our goal is to balance a delightful experience for shoppers with the needs of our carefully selected artists and crafters. This means that we are always looking for new and different offerings for shoppers, while we provide a top-notch experience for exhibitors. So, every year, we limit the number of the same types of exhibitors, and we seek out “new and different” talent. In addition, we reserve the right to change exhibitors’ booth locations, or to reject any display or exhibit from year to year.

Other important information for prospective exhibitors:

As this is an invitational juried art/craft show, we require photos of your work and display each year. Photos cannot be returned.

- **Sales Tax** – Artists/crafters are responsible for paying their own sales tax. If you do not have a sales tax license, you are required to complete a Concessionaire’s Sales Tax Return and Payment form (C5603A) for sales made at the boutique. The completed form must be returned to the Michigan Department of Treasury. You must have the certificate at the boutique.
- **Spaces** – Single spaces are approximately 9’x5’ and double spaces are approximately 17’x5’; all exhibits must stay within these boundaries. Spaces abut one another; therefore, part of the space is needed for the exhibitors’ entrance and exit. No displays are allowed in front of table space. Spaces include one or two 8’ table(s) and chairs, if you request.
- **Equipment** – Small equipment is permitted, provided it will fit in your space.
- **Electricity** – If you require electricity please include an additional \$5.00. You MUST provide your own heavy duty extension cord and any cord crossing aisles must be taped down with duct tape.
- **ALL ITEMS MUST BE HAND-CRAFTED. ABSOLUTELY NO RE-SALE ITEMS.**
- **Set-up** – Set-up will be on Friday from 4:00p.m.-6:00p.m and Saturday morning starting at 6:00a.m.
- **Parking** – After unloading, all exhibitor vehicles must be moved to the West Lot of Levagood Park (Silvery Lane and Wilson) in order to provide adequate parking for patrons. A shuttle will be provided from Levagood Park back to school between 7:00a.m.-8:45a.m. We request that exhibitors with trailers park at the south end of the lot and all others park at the north end.
- Refund deadline is September 29.

If you have any questions please don’t hesitate to call or send us an email at DCholidayboutique@gmail.com.

Sincerely,

Erika Laszlo
Co-Chair