



## **Crafts Unlimited Boutique & Wine Country Boutique**

**Crafts Unlimited/Wine Country Boutique Features Seasonal Gifts, Decorations, And Home Décor. We Offer A Wide Variety Of Products From Handmade And Imported Items Along With Furniture, Antiques, And Gourmet Foods.**

We Currently Use The Cvr System. Cvr (Central Vendor Registration) Numbering System With All Vendors Using A Unique And Uniform Price Tag System. If You Do Not Have A Cvr # We Can Issue You One – Which Then Can Be Used As A Universal Number At Any Shows That Use A Cvr System

### **\*Photos**

Photos Will Be Required By All Vendors.-Unless You Have Participated In Show Before -- I Ask To Jury The Show So We Will Not End Up With Several Vendors Selling The Same Product. Product Categories Will Be Limited To 6 – Example, Only 6 Vendors Selling Jewelry.

### **\*Fees**

Fees Are Based On Square Footage

\$3.50 Square Foot – Front Open Only

\$4.50 Square Foot – 2 Sided (2 Sides) And

3 Sided Booth (2 Sides And 1 End) No Guarantee Of A Four Sided Booth

(We Do Our Best To Accommodate Space Size Requests – But As The Show Fills Up It Can Be Difficut To Accommodate The Space Sizes We Ask That You Can Be Flexible And Have The Ability To Do Different Size Booths)

And 20% Of Sales

In Addition, A Required 8 Or 12 Hour Workshift(See Workshifts Below)

A Min Show Fee Of \$50.00

Checks Will Not Be Deposited Until 4 Weeks Before Show!

Payment Will Be Mailed Within 14 Days After The Show. A Form Will Be Included Showing Show Sales, Commission, Fees, And Sales Tax Collected And Paid.

If I Do Not Receive, An Applicaion From You Filled Out Complete With All Information—You Will Not Receive A Check!

### **\*State Board Of Equalization**

All Vendors Are Required To Have A Current Resale License (Sellers Permit) On File With The State Of California. We Also Require A Copy Of Your Sellers Permit To Have On File For Inspection

If You Do Not Have One You Can Visit The State Board Of Equalization Website To Obtain One: [www.boe.ca.gov](http://www.boe.ca.gov)

### **\*Workshifts**

All Vendors Are Required To Work 8 Hour Shift

Either Two 4 Hour Shifts Or One 8 Hour Shift (With A 20 Min. Lunch)

If You Are Partners-, Each Partner Must Work 6 Hours Each

If You Must Stay With Your Product During The Show, You Are Still Responsible For The 8 Hour Shift Or Pay It Out.

If You Choose Not To Work Shift The Fee To Pay Is \$10.00 An Hour (8 X \$10.00=\$80.00)

Partners (12 X \$10=120.00)

This Is So I Can Hire Someone To Work Your Shift

If You Have Some One Other Than Yourself Working Your Shifts, Please Make Sure They Are Capable Of Doing It.

This Person Must Be At Least 18 Years Of Age

### **\*Dress Code**

I Do Not Want To Get Into What You Can And Cannot Wear But...Please Make Sure It Is Appropriate Attire For Business Seen By All Ages-If Working With Food Please Adhere To The Appropriate Regulations For Food Codes.

No Tank Tops!

### **\*Name Badges**

Name Badges Need To Be Worn At All Times During Set Up Of Booth, During Your Shift, And During Stocking Of Booths And Tear Down. If You Have Helpers They Need To Wear Helper Badges

I Will Also Have Aprons Available For Those Of You Who Wish To Use Them

### **\*Express Tickets**

Crafts Unlimited/Wine Country Boutique Honors Vendors That Make Their Own Products

We Have The "Express Ticket" Which States -We Honor Those That Have Their Own Unique Design Or Creation In Fine Arts, Crafts Or Home Décor.

We Issue These So That They Can Be Put In Your Booth... We Then Let Customers Know So That They Can Look For The Vendors That Are Handcrafted.

### **\*Stocking Of Booths**

You May Stock Your Booth 1 Hour Before Opening Of The Show Each Day And ½ Hour After Closing Show.

You May Stock During Show But Please Be Discreet About It (Please Don't Bring In 5 Totes And Block Shopping Areas)

During Show Hours, Please Use The Back Door For Stocking Please Do Not Bring Product Thru The Front Door.

### **\*Set Up**

Set Up Times Will Be Sent Out Approx 2 Weeks Before Each Show

Set Up Is Usually For 2 Days Before The From 10am – 8pm

### **\*Tags**

**Only Standard Cvr Tags Will Be Accepted. They Must Be Perforated.**

If You Do Not Have A Cvr Number Let Me Know We Will Get One Assigned To You

You May Order Tags From:

Cypress Printing 714-828-0236 Or 562-865-7081 or The Tag guy (Jerry Wilson) 858-484-6652

White Tags- For Non-Food Items

Yellow Tags- For All Food Items

All Items Must Be Tagged.

If You Have A Two Piece Item, Each Item Must Be Tagged

. 1 Of 2 2 Of 2 Etc...

Cashiers Are Not Mind Readers Please Make Sure Price Tags Are Legible, So You Receive Proper Payment Of Item Purchased

### **\*Price Sheet**

Crafts Unlimited /wine Country Boutique Has A Price Sheet That Vendors Are Asked To Fill Out—

On This Sheet Vendors List Items To Sell With The Prices Of Those Items With Descriptions

These Must Be Turned In By All Vendors—To Help If An Item Comes Up With No Price Tag

If You Choose You Can Sign Name And Give Consent For Us To Make Our Best Guess And Sell Item

### **\*Acceptance**

Acceptance Is Based On Receiving An Application That Is Filled Out In Full With All Fees

Acceptance Will Be Sent By Postcard Or E-Mail.

Once You've Been Accepted, Show Fee Becomes Non-Refundable

### **\*Booth Set Ups**

Crafts Unlimited/Wine Country Boutique Supplies No Tables Or Chairs.All Supplies For Your Booth Is Your Responsibility.

If Your Booth Is Not A Complete Walk Around Booth -You Need To Have Sides Or A Backdrop Of Some Sort For Your Booth, Many Vendors Use A Pipe And Drape System

You Can Call: Innovative Systems 310-537-6996 -- Compton Calif

All Booths Should Have Some Kind Of Lighting. If You Use Lights They Must Be The New Low Watt Lights-Current Building Doesn't Require Lighting

If You Need To Have Electricity You Must Bring One 25 Foot Heavy Duty Orange Extension Cord, One Surge Protector (Must Be One With A Reset Button Now Required By Fire Dept), One Roll Of Duct Tape

--Fire Dept Requires That You Only Use One Surge Protector Per Booth And Only Five Items Can Be Lited Per Boot. No Zip Cords Can Be Used (Zip Cords Are The Small Gauged White Cords)

Decorating Of Your Booth Is Highly Encouraged

Try To Make It As Decorative And Attractive As You Can To Match Each Holiday Season

All Table Cloths Must Be Ironed And Reach The Floor.

Fire Code Requires That All Table Cloths And Curtains Be Flame Retardant- I Do Have The Spray Available For A Nominal Fee

### **\*Take Down Procedures**

At The End Of The Show All Vendors And Helpers That Are Not Working A Shift Are To Remain Outside Of Shopping Area So We Can Determine How Many Customers Are Left. After We Finish With All Customers An Okay Will Be Given To Vendors So We Can Have A Quick And Brief Meeting. Then Breakdown Can Commence. Please Do Not Block Entrance Or Exit Areas With Dollies, Handcarts, Wagons Or Totes Until We Have Given The Go Ahead.

Do Not Forget To Wear Name Badges At This Time. Please Clean Up Your Booth Area. (Refer To #24 Of Terms And Cond. Contract)

### **\*Food-Health Dept.**

I Will Inform The Health Dept. About The Show And Dates. It Is Up To You The Vendor To Get The Correct Paperwork Filled Out And Take It In With Payment To Health Dept. You Have Up To 48 Hours Before The Show To Pay Fees Or They Will Issue A Fine.

### **\*Vendors Purchases**

Vendors Are Welcome To Purchase Items At Show

All Purchases Must Be Made By The End Of Each Day

No Items Will Be Left On Hold Table At The End Of Day—Any Items Left Will Be Returned Back To Booths For Sale The Following Day

### **\*Merchandise Left Behind**

*All Merchandise Left At The End Of Show That Has Not Been Claimed By A Vendor Will Be Donated To A Charity Organization Of Crafts Unlimited Choice.*

*\*Crafts Unlimited/Wine Country Boutique Has The Right To Pull Merchandise If It Is Not Suitable Or May Be Objectable In Its Taste Or Style*