

Christmas Boutique Guidelines

Please read guidelines below and keep them for your reference.

1. The boutique will be open on Saturday, **December 6th from 11:00 am - 2:00 pm**. Booths must be cleaned up no later than 3:00 pm.
2. All registration for boutique vendors must be done online this year at www.calvarymurrieta.com/women. Applications will be accepted in the order we receive the completed application.
3. Only one "Specialty Craft Vendor" table will be allowed, such as Mary Kay, Young Living, DoTerra, Scentsy, etc. and will be left to our discretion. If more than one "Independent Consultant" applies, acceptance will be decided on a first come, first serve basis. Caroline will call the specialty vendor applicant to let them know the outcome and will process the payment at that time.
4. **Set-up time is Friday, December 5th from 12:00 pm -6:00 pm. When you arrive, please check in with Caroline. Please be completely set up Friday night, including, pricing, arranging, etc. No one will be allowed in the gym on Saturday morning to do last minute adjustments before 10:30 am. The gym will be dark until then. No exceptions, so please be ready on Friday night.**
5. **Please do not bring small children with you when you're setting up. This will be strictly enforced. Thank you for understanding!**
6. This event is open to the public so your children must be under your supervision at all times during the boutique.
7. The fee to rent a table is \$25 and 10% of your sales. Only one booth per vendor and one vendor per booth. The booth space is 8'x'10'. Money will be used to sponsor Women's Ministry Outreaches and help fund this event.
8. Each crafter will be responsible for her sales, cash box, and working her own table. At the end of the boutique, Caroline will collect all fees. Please bring your own calculator.
9. You are responsible for your own tablecloth. One six-foot table will be provided in each booth.
10. If you need an outlet, you must provide your own extension cord or any other equipment needed for your display. **Please contact Caroline if you have any special requests.** (These cannot be guaranteed)
11. All vendors must have product on-hand, available at the boutique. No "brochure only" vendors.
12. A refund will not be guaranteed if you need or wish to cancel. Please contact Caroline if you need to make any changes or have more questions
13. **Optional:** If you would like to donate one of your items for our "Raffle Giveaway" at the Women's Event to promote your "craft," please bring it in a gift bag on Friday, December 5 and give it to Caroline when you set up your booth.

**Thank you for participating in our boutique.
We pray this day brings glory and honor to our Lord!**

If you have questions or would like to help, please call Caroline at 951-326-5251 .