

# Mission Viejo Activities Committee

Established 1967

*An Organization of Volunteers Devoted to the Enhancement of Community Pride*

## 47TH ANNUAL MVAC GIFTS & GOODIES BOUTIQUE SATURDAY ~ NOVEMBER 18, 2017

May 1, 2017

Dear Crafter:

Thank you for your interest in participating in our Annual Gifts and Goodies Boutique. We have enclosed several pages of information for you. Applications received by June 1, 2017 will undergo the first round of judging.

This is a juried show. What does that mean? A jury of 3 to 5 judges reviews the photographs submitted by prospective vendors. **Based on those pictures, and those pictures alone, 86 vendors are selected for the show**, so it is important that your photographs be clear representations of your products. Judges will have no access to applicants' names and no knowledge of who was in a past show. **Please remember that participation in last year's event does not guarantee acceptance in this year's show.**

Please read the front and back of all the following pages before completing the application. We ask that you follow the enclosed rules and regulations. Please note the judging deadline. **You are required to submit a photocopy of your Seller's Permit.** Make sure your application is signed, and dated on the back of your application. Incomplete applications will not be judged.

❖ The location of the Boutique will be at the Norman P. Murray Community Center.

### **POLICIES AND JUDGING PROCEDURE**

\*Upon receipt, all submitted photos (5 photos of your merchandise and 1 photo of you creating your items) will be attached to an 8X11 display and become the property of the Mission Viejo Activities Committee.

**BOOTH FEE IS NOT DUE UNTIL YOU ARE NOTIFIED OF ACCEPTANCE.**

\*All merchandise will be judged on the following criteria:

- A. Quality
- B. Presentation
- C. Creativity
- D. Adherence to Handcrafted Policy
- E. Uniqueness
- F. Overall Appeal to Judges
- G. Balance of Merchandise for Boutique

\*Judging will take place from June 1- 8, 2017

\* All first round acceptance letters will be sent by July 1, 2017.

# MISSION VIEJO ACTIVITIES COMMITTEE ANNUAL GIFTS & GOODIES BOUTIQUE

## TERMS & CONDITIONS OF USE:

The Mission Viejo Activities Committee reserves the right to remove, without refund, any person and/or merchandise not complying with the following regulations:

A. All items must be created by you; no wholesalers or sales reps. **Absolutely no wholesale, manufactured or imported merchandise allowed, no exceptions.**

B. All items must be appropriate to the spirit of a family oriented sale.

C. MVAC is not responsible for damage to merchandise or cancellation of the Boutique in whole or part due to fire, windstorm, lightning, rain or any other inclement weather. MVAC spends substantial sums in preparation and advertisement of this event and refunds for spaces cannot be made in the event the Boutique is cancelled in whole or in part by such Acts of God.

D. Theft of work: Although this rarely happens, theft does sometimes occur at the events. Mission Viejo Activities Committee and the NP Murray Community Center cannot be held liable by exhibitors for theft that may occur during the event.

E. MVAC reserves the right to change the show layout or space locations if it becomes necessary.

F. MVAC does not provide tables, chairs, electrical, fixtures, or supplies.

**H. Set up for the Boutique will be between 4:00 PM and 9:00 PM on Friday, November 17, 2017.**

**I. Vendors are to remain at the sale from 8 AM to 5 PM.** This is important to both the customers and the aesthetics of the event. Vendors not complying with this will be removed from the mailing list and will not be asked to participate again.

J. All applications must be postmarked by June 1, 2017 to be considered for booth space in the first round of jury selection. Entries postmarked after the deadline will be considered only if spaces remain available.

K. If two crafters wish to share a booth, EACH crafter must submit a completed application and photos for judging.

L. If selected by the jury and you were a vendor in the 2016 Boutique, you may request your same space as last year. However, if you want to change, you can make a request and we will fill the request if possible according to the date application is received. Spaces are assigned by the committee with as much effort as possible to give you your 1st choice and to best distribute merchandise throughout the Boutique.

M. MVAC is a non-profit volunteer group and our goal is to run a show that is fun as well as profitable for both crafters and MVAC. As important as the search for artistic talent is, we do not lose sight of the need for artists who are cooperative and easy to work with. No amount of talent or ability to sell will compensate for this.

**GIFTS & GOODIES BOUTIQUE APPLICATION  
SATURDAY NOVEMBER 18, 2017  
8:00 AM – 5:00 PM**

- Completed application. (This Page) Due by June 1<sup>st</sup>.
- Self-addressed stamped envelope for your application status notification.
- PRODUCT PHOTOGRAPHS: 5 photos of merchandise and 1 photo of you making your product in your studio/workroom (show your studio with supplies, tools, and a piece in the process of being created.)** Upon submission, photographs become the property of MVAC.
- ATTACH COPY OF SELLER'S PERMIT** If you have questions regarding this license; please CALL STATE BOARD OF EQUALIZATION AT (949) 440-3473. There is no charge to get a temporary resale license number.
- DO NOT SEND MONEY. BOOTH FEE IS NOT DUE UNTIL YOU ARE NOTIFIED OF ACCEPTANCE.**

**IMPORTANT: INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE JUDGED.**

**(PLEASE PRINT CLEARLY)**

NAME \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**CHOOSE THE CATEGORIES THAT BEST DESCRIBE YOUR MERCHANDISE AND FILL IN WHAT PERCENTAGE OF THE TOTAL BOOTH THAT ITEM FILLS.**

CATEGORY	%
ARTWORK	
CERAMICS	
CLOTHING	
FLORAL	
JEWELRY	
HOME DECOR	

CATEGORY	%
TOLE PAINTING	
HOLIDAY	
STATIONARY/PAPER GOODS	
CHILDREN/BABY ITEMS	
PACKAGED FOOD	
OTHER (Specify)	

- I was in the Boutique last year and if possible would like the same booth location.

**OR**

**I would like placement (if available) in the following room:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Gallery Area (Hallway) | <input type="checkbox"/> Sycamore Room   | <input type="checkbox"/> Space available |
| <input type="checkbox"/> Jacaranda Room         | <input type="checkbox"/> Palo Verde Room |  |
| <input type="checkbox"/> Oso Lounge             | <input type="checkbox"/> Juniper Room    |  |
| <input type="checkbox"/> Lavender Room          | <input type="checkbox"/> Hibiscus Room   |  |

### ACTS OF NATURE

The MVAC is not responsible for Acts of Nature, such as fire, rain, wind, thunder, lighting, earthquake, or other inclement weather. Refunds for spaces cannot be made in the event the Boutique has to be canceled in whole or part by such acts of Nature.

### HOLD HARMLESS

I hereby release, discharge and agree not to sue the Mission Viejo Activities Committee or the City of Mission Viejo for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the **MVAC Gifts and Goodies Boutique, November 17-18, 2017** from whatever cause, including the active or passive negligence of the Mission Viejo Activities Committee, the City of Mission Viejo or any other participant in the **MVAC Gifts and Goodies Boutique**. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence" as that term is used in applicable case law and /or statutory provision. In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the Mission Viejo Activities Committee and the City of Mission Viejo from any and all claims, demands, actions or suits arising out of or in connection with my participation in the **MVAC Gifts & Goodies Boutique**.

I have carefully read this release, hold harmless and agreement not to sue and fully understand its contents. I am aware that it is a full release of all liability and sign it on my own free will.

**NOTE:** The Mission Viejo Activities Committee reserves the right to remove, without refund, any person and/or merchandise not complying with the Terms and Condition of Use (see above). All items must be handcrafted, no wholesalers or sales reps. **absolutely no wholesale, manufactured or imported merchandise allowed. (See Terms of Condition and Use).**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Check here if you wish your name and address given to other Boutiques.**

**Submit to:**

**Mission Viejo Activities Committee  
Gifts & Goodies Boutique  
24932 Veterans Way  
Mission Viejo, CA 92692**

**BOOTH DESCRIPTIONS AND SPACE ALLOCATIONS**  
**MVAC does not provide tables or chairs**

**BOOTH SIZES:**

<b>Gallery Area (Hallway)</b>	<b>6 x 12</b>
<b>Sycamore Room</b>	<b>8 x 8 / Booths 15 and 16 are 8 x 7</b>
<b>Jacaranda Room</b>	<b>8 x 8</b>
<b>Palo Verde Room</b>	<b>8 x 8</b>
<b>Hibiscus Room</b>	<b>8 x 8</b>
<b>Oso Lounge</b>	<b>8 x 8</b>
<b>Juniper Room</b>	<b>8 x 8</b>
<b>Lavender Room</b>	<b>8 x 8</b>

**No canopies are permitted; displays and/or fixtures may not exceed the booth measurement in any way.**

**BOOTH FEE**

All Booths are \$115 **and** a product donation (min \$10 value)

**CANCELLATION POLICY**

Cancellations up to September 1, 2017	\$ 5.00 Fee
Cancellations up to October 1, 2017	\$ 25.00 Fee
<b><u>Cancellations on or after November 1, 2017</u></b>	<b><u>NO REFUND</u></b>

**Cancellation notice must be submitted in writing before any refund will be issued. This policy is strictly adhered to.**

If you choose not to submit an application this year, but wish to remain on the mailing list, you must send a self-addressed, stamped envelope to:

Mission Viejo Activities Committee  
Gifts & Goodies Boutique  
24932 Veterans Way  
Mission Viejo, CA 92692