

# Mission Viejo Activities Committee

Established 1967

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

## 41ST ANNUAL MVAC GIFTS & GOODIES BOUTIQUE SATURDAY ~ NOVEMBER 19, 2011

May 1, 2011

Dear Interested Crafter:

We are so pleased that you are interested in participating in our Annual Gifts and Goodies Boutique. We have enclosed several pages of information for you. Applications received by June 1, 2011 will undergo the first round of judging.

Please read the front and back of all the following pages before completing the application. We ask that you follow all of the enclosed rules and regulations closely. Pay close attention to the due date and what you are required to submit. **You are required to submit a photocopy of your Seller's Permit.** Make sure your application is signed, driver's license # provided, and dated on the back of your application. Applications that do not follow the process completely will be returned without being judged.

❖The location of the Boutique will be at the Norman P. Murray Community Center. There is plenty of crafter parking on-site!

### JUDGING PROCEDURE

\*All submitted photos ( 5 photos of your merchandise and 1 photo of you creating your items) will be judged by a panel of three to five independent judges.

\*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, 2011

\* All first round acceptance or denial letters will be sent by June 30, 2011.

\*All photos of accepted entries will be held until the Boutique to ensure that only qualified merchandise appears in the booth. Should a first round choice decline to participate, their photos will be returned at the time MVAC receives their cancellation request.

## 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 handcrafted, no wholesalers or sales reps. **Absolutely no wholesale, manufactured or imported merchandise allowed.**

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

E. MVAC does not provide tables, chairs or any other fixtures or supplies.

F. Set up for the Boutique will be between 4:00 PM and 9:00 PM on the Friday before the event.

H. **All 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.

I. All applications must be postmarked by June 1, 2011 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.

J. Only one booth assigned per application. If more than 1 vendor will share the booth, each vendor must submit a complete application and photos to be judged.

K. If selected by the jury and you were a vendor in the 2010 Boutique, you may request your same space and room as last year. However, if you want to change, you can make a request and we will fill 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.

**GIFTS & GOODIES BOUTIQUE APPLICATION  
SATURDAY NOVEMBER 19, 2011  
8:00 AM – 5:00 PM**

\*\*Completed application. (This Page) Due by June 1<sup>st</sup>.

\*\*Self-addressed stamped envelope.

\*\***PHOTOGRAPHS (will be returned at the Boutique)**

5 photos of merchandise

1 Booth (a sketch may be submitted instead of a photo)

1 Photo of yourself making your product in your studio or workroom. Show supplies, tools, and a piece in the process of being created.

\*\*DO NOT SEND ANY PAYMENT AT THIS TIME. (Fee will be due upon your acceptance).

**ANY APPLICATION WITHOUT THE REQUIRED INFORMATION WILL BE RETURNED WITHOUT BEING SENT TO THE JURY PANEL.**

**(PLEASE PRINT CLEARLY)**

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

ADDRESS \_\_\_\_\_

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

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

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

**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.

**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	

**I was in the Boutique last year and request my same location and booth.**

**This is my first year. I am requesting placement in the following room.**

Gallery Area (Hallway)

Sycamore Room

Jacaranda Room

Palo Verde Room

Hallway

Reception Area

Oso Lounge

Juniper Room

Lavender Room

Hibiscus Room

Where space is available

**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**

In consideration of the Mission Viejo Activities Committee providing for my use a vendor space, I agree on behalf of myself, agents and employees, to indemnify and hold harmless the Norman P. Murray Center, MVAC, The City of Mission Viejo, any and all of it's agents, officers and members against any claim arising from or related to, my use of the facility which may occur on or around the facility. In addition all claims arising out of the sale of goods and services, given or otherwise distributed by me at this event. I also further agree to defend at my cost any expenses arising from such claims.

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

**DRIVERS LICENSE #** \_\_\_\_\_

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

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

**Send this 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:**

Gallery Area (Hallway)	6 x 12	
Sycamore Room	8 x 8	Booth 7 and 7A are 8x7
Jacaranda Room	8 x 8	
Palo Verde Room	8 x 8	
Hibiscus Room	8 x 8	
Hallway	Booth 63 is 8 x 8 & Booth 64 is 4 x 10	
Oso Lounge	8 x 8	
Juniper Room	8 x 8	
Lavender Room	8 x 8	
Reception Area	6 x 12	

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

<b>BOOTH FEES</b> All Booths..... \$100
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**CANCELLATION POLICY**

Cancellations up to August 1, 2011	\$ 5.00 Fee
Cancellations up to October 1, 2011	\$ 25.00 Fee
<b><u>Cancellations after October 1, 2011</u></b>	<b><u>NO REFUND</u></b>

**We must adhere strictly to this refund policy. Cancellation notice must be submitted in writing before any refund will be issued.**

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