

**Divine Child Elementary School  
43<sup>rd</sup> Annual Holiday Boutique  
Saturday, November 2, 2019  
9:00 AM to 4:00 PM**

APPLICATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

Facebook Business Page: (circle) Yes or No

Etsy: (circle) Yes or No

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, 2019**

\_\_\_\_\_ Double Space (Approx 17'x5')      \$150.00 or **\$140 if paid by April 14, 2019**

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

\_\_\_\_\_ Total      **Returning Crafter** – Yes or No      2018 Table #: \_\_\_\_\_



Divine Child Elementary School  
43rd Annual Holiday Boutique  
Saturday, November 2, 2019 9:00a.m. to 4:00p.m.

Dear Crafter –

We look forward to our 43rd 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 30.

If you have any questions please don’t hesitate to call or send us an email at [DCholidayboutique@gmail.com](mailto:DCholidayboutique@gmail.com).

Sincerely,

Erika Laszlo and Michelle Daguanno  
Co-Chairs – Holiday Boutique