

Crafters & Direct Sales Demos & Consultants Wanted!
Immaculate Conception School's
Christmas Boutique & Photo with Santa
Sunday, December 14, 2014
9:00 a.m. – 4:00 p.m.

We are now accepting vendors for our annual Christmas Boutique. Vendors who sell handcrafted gift/décor items or direct sales demonstrators and consultants who sell home party plan merchandise are welcome to join us! All items for sale must be appropriate in helping to promote a Christian family atmosphere. Immaculate Conception Christmas Boutique staff reserves the right to have non-compliant items removed from sale. The number of direct sale/home party companies represented will be limited to one per company on a first-come basis. A waiting list will be formed for other demonstrator/consultants of each direct sales company represented on a first-come basis. If a direct sales demonstrator/consultant cancels, the next demonstrator/consultant on the waiting list will be contacted regarding the available space.

VENDOR DONATION - Each vendor will donate one gift item with a minimum \$10-\$15 value for our raffle. ***Please have your item ready for collection at check-in.*** You will not be able to check in without your raffle item. Please attach your business card to your item so your business can be promoted during the raffle.

ADVERTISING - The Christmas Boutique and Photo with Santa will be advertised through a variety of local media, our school website and flyers handed out by Immaculate Conception school and church families. Vendors can also download the flyer at <http://www.icschoolmonrovia.org>, to copy and distribute to their family, friends, and customers to help advertise the event.

SPACES - Vendor space is \$25 per one 10'x10' space. Vendors are responsible for bringing their own tables and any equipment they may need for their space. Tables measuring 8' will be available for rent for \$10. Chairs are available free of charge. Vendor tables must be covered, preferably in a holiday theme.

CHECK-IN - Vendors must check in at the check-in booth to receive their space assignment and drop off their raffle item. The check-in booth is located at the main entry door to the auditorium.

PARKING - Plenty of parking is located behind the church on the Royal Oaks street entrance. You may unload your goods from the parking lot located on Olive Street. After unloading, please move your vehicle to the Immaculate Conception Church parking lot. Please provide your own dollies or hand trucks, if needed.

SET-UP and CLEAN-UP - Vendor set up begins at 7:30 a.m. Set-up must be complete by 9:00 a.m. when the event begins. Tear down and clean-up will begin at 4:00 p.m. and must be completed by 5:00 p.m. Each vendor is responsible for leaving their space area clean and free from trash. *Tearing down a space prior to 4:00 p.m. is not allowed.*

CANCELLATIONS - The event will take place rain or shine. Vendors will be located both inside and outdoors for optimum visibility from Church and street. You may also indicate on your application if you have a preference and we will do our best to accommodate each request. In the event of rain, the event will be held in the auditorium. Cancellations must be made two weeks in advance, no later than November 28, 2014, for fee refund. *There will be no refund for cancellations after this date.*

REGISTRATION - Please complete the registration form and return it along with a check for your total payment to Immaculate Conception School, Attn: Bobbie Hernandez, 726 South Shamrock Ave., Monrovia, CA 91016, prior to November 12. Please make checks payable to **Immaculate Conception School PTO**. A confirmation letter will be e-mailed or mailed to you when your registration is received and accepted. Vendor information, registration forms, and flyers will be available for download at <http://www.icschoolmonrovia.org>.

QUESTIONS - For questions or more information; please contact Bobbie Hernandez at 626-483-7147. We look forward to sharing this enjoyable day with you!