

VENDOR AND OR SPONSOR APPLICATION FOR  
**CTK Holiday Boutique and Breakfast with Santa**

Arts, Crafts and Collectibles  
December 4, 2010 8:00 AM - 3:00PM  
(PLEASE PRINT/TYPE)

1<sup>st</sup> NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2<sup>nd</sup> /NAME BUSINESS: \_\_\_\_\_ FAX: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF ART / CRAFT / GIFT / FOOD: \_\_\_\_\_

SPECIAL REQUEST: \_\_\_\_\_

Booths: All Booths are Outside.

10' X 10' \$60 ea \_\_\_\_\_

If needed:  
Electricity \$10 \_\_\_\_\_

Tables (Cafeteria tables) \$10 ea \_\_\_\_\_

Event Sponsor \$15 \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

**Event Vendors will receive Free Coffee and Donuts before the event.\***

**MAKE CHECKS PAYABLE TO: CHRIST THE KING DAD'S CLUB**  
**CASH OR MONEY ORDERS ONLY ACCEPTED AFTER 11/14/2010**

**Please send Application and Payment to:** CHRIST THE KING HOLIDAY BOUTIQUE, 2106  
DEERFIELD ROAD, TERRYTOWN, LOUISIANA 70056

I agree to abide by the rules and notes set forth in this application. I understand that Christ the King Church, Christ the King School, and any individuals working on behalf of Christ the King are not responsible for any loss or damage of merchandise, or any personal injuries, nor will I be party to any legal action against same. I understand any sales tax, income tax, licenses, ... City, Parish, State, and Federal requirements for conducting business at this event is my responsibility. I understand that I am responsible for informing other workers in my booth of these regulations.

Signatures \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION FEES ARE NON-REFUNDABLE.** Due to advance financial commitments we make to our suppliers refunds will not be issued. Applications/Fees received after all spaces are filled will be returned.

**Event Sponsors:** Event Sponsors will receive the right to place a sign on the extra fence of the school / church for the duration of the event. For size, availability, and specifications, please email Rafael [monzon@cointradingpost.com](mailto:monzon@cointradingpost.com).

### **CHRIST THE KING HOLIDAY BOUTIQUE NOTES AND RULES:**

1. CTK's has had an Arts and Craft Show for over 23 years. This the first year the Breakfast with Santa Event is being run simultaneously.
2. Breakfast with Santa will be from 8:30 AM to around 11:30. (Breakfast and Pictures will require a RSVP. There will be no accommodations for walk-ups)
3. Vendors are asked to participate in the "Prizes Pool". "Prize Pool" items are placed on display with your name and booth number. The "Prize Pool" will be used for Door Prizes and Contest Prizes.
4. Free Coffee and Donuts for vendor / artist participating in "Prizes Pool."
5. All Booths are outside!
6. Correspondence with vendors will be by emailed. Vendors wishing to receive correspondence via USPS mail will be required to provide a self addressed stamped envelop.
7. Rental Tables: There is limited number of cafeteria tables available for rental. The cost is \$10.00/table.
8. SET-UP will be 2 hours prior to the event only. Set-up time begins at 6:00 am and must be completed by 8:00 am.
9. Space Assignments: Booths numbers are on first applied first assigned bases. To be considered for assignment, all paperwork and payment must be completed. All Assignments are issued before the event.
10. Vendors / Artist can only sell items listed on their application and approved by the Boutique Committee.
11. All tables must be covered. All spaces are to be left clean, please remove tape from floor.
12. No smoking in the building. No alcoholic beverages may be sold. No loud music, tapes, etc.
13. If you are taking orders with a deposit required, you must give the customer a receipt with your name and telephone number.

14. After unloading, all vendors must move their vehicles to the grassy parking lot. No parking in the horseshoe driveway in front of the school.
15. Any vendor vacating their booth before the end of the show will be excluded from future shows.
16. A \$35.00 fee will be charged for all NSF / Returned checks.
17. Vendors must provide their own change. Christ the King will not be able to give change.
18. Extension cords will not be allowed to cross walkways in any booth. Contact a committee member if in doubt.
19. No refunds will be made for inclement weather or other acts of God over which the sponsors have no control. The exhibitor shall bear the risk of loss in such an instance.
20. Each vendor is responsible for workers in their booth and advising them of these rules.
21. CANOPIES: Vertical erect canopies are allowed in outside, exposed areas only. No angular guide wires are allowed.
22. In order to receive your booth confirmation by USPS mail you must send a business size, self-addressed, STAMPED envelope with you application.
23. All booth assignments made by the Boutique Committee are final.
24. Craft Vendors: Limits will be set on the number of each type of Craft Vendors will be allowed to sell. Limits will be established by the Boutique Committee. Please leave a message for Rafael to check availability. RAFAEL @ 504.689.0203. Payment is required to ensure assignment of a booth number.
25. Gift Vendors: Only 1 mass produced manufactures representative will be allowed at the event. (Avon, Pampered Chef, Tupperware, ...) Vendors representing several manufactures may be asked not to display one manufacture so that another vendor can setup. Vendors representing several manufactures please indicate your preferred manufacture. Please leave a message for Rafael (504.689.0203) to check availability.
26. FOR ADDITIONAL INFORMATION LEAVE A MESSAGE FOR RAFAEL @ 504.689.0203