

Lambert Castle Holiday Boutique November 2nd - December 1st, 2019

This contract is provided by the Passaic County Historical Society. Failure to comply may result in additional fees charged to crafter to cover special handling expense incurred (see sample inventory sheet).

Application Fee: \$150.00 check made payable to Passaic County Historical Society postmarked by August 1, 2019. (After August 1st, if accepted, application fee is \$175.00).

Commission: The commission is 25% and should be reflected in the selling price.

Restrictions: Application date is August 1, 2019. No refunds.

DELIVERIES

Crafter Initial Delivery Dates: by appointment only -

Wednesday, October 9, 2019 10:00am- 4:00pm Thursday, October 10, 2019 10:00am - 4:00pm
Friday, October 11, 2019 10:00am - 4:00pm Saturday, October 12, 2019 10:00am - 2:00pm

No deliveries accepted October 14th through November 5th, 2019 (with the exception of food items.)

Crafts delivered by UPS should arrive by October 11, 2019. Fall product accepted at initial delivery only, or by special request of the committee

Food and Baked goods crafters special delivery instructions will be emailed separately.

Deliveries must be separated and labeled (e.g. jewelry, childrens)

Personalized ornament crafters are required to be present on two weekend days during event or be subject to additional fee.

Redeliveries during event:

No deliveries on opening weekend – November 2nd, 3rd

Wednesday – Friday 8:00am-10am , 3:00pm-6:30pm

Saturday –Sunday 8:00am-9:30am

Persons accompanying crafters redelivering during event will be subject to entry fee to enter event.

Space restrictions prohibit the storage of crafter containers/cartons.

PICK-UP

Pick-up Dates: by appointment only Thurs, Fri December 5th, 6th 10:00am – 5:00pm
Saturday December 7th 10:00am – 2:00pm

Pick-up date and time will be assigned at time of delivery. Inventory returned to crafter will be counted prior to crafter pickup. Crafter final inventory/check will be mailed to participants in December, 2019.

Crafters who fail to pick up items during crafter pick-up will be subject to a late pick-up fee. Crafters who are “mail” crafters must complete the Mail Crafter form and return it with Crafter application.

FIXTURES

Displays: Display fixtures must be labeled on the underside with Crafter # and NFS. **Jewelry fixtures** should be black bar fixtures for bracelets and necklaces, rings on black ring fixture, earrings carded on spinner fixture or black slant board (space is limited). **Non-Jewelry Fixtures** will be accepted at the discretion of the Holiday Boutique Committee. Email in advance for usage approval of your fixture - holidayboutique@lambertcastle.org. Baskets will be provided for display if needed. Crafters who provide baskets will not get them returned. Fixtures will be checked in at delivery.

Note: The Lambert Castle Holiday Boutique reserves the right to accept/remove any merchandise it deems to be offensive and/or objectionable to the general public. Please use discretion and remember that this event is attended by children as well as adults. **Only items approved in this contract or by the committee may be sold.** Items purchased at retailers may not be sold at this event. The Lambert Castle Holiday Boutique reserves the right to utilize and/or not utilize displays, signage at their discretion.

INVENTORY SHEET

Inventory Sheets: Lambert Castle 2019 inventory sheet **only** will be accepted. Only numeric item # in sequential order can be used. Group like items together (example: hair bow \$5.00; **not** pink hair bow \$5.00, green hair bow \$5.00.) **Returning crafters, please use the same vendor number as 2018.** New crafters will receive a number upon acceptance. Inventory sheets listing items delivered must accompany every delivery; filled out in entirety prior to arrival at delivery. A separate copy must be provided on all redeliveries. Crafters who make more than six deliveries must maintain additional copies of Inventory sheet containing item #, description, and price to be used for deliveries seven and future. An electronic copy of crafters inventory sheet may be forwarded prior to delivery, or on day of delivery to holidayboutique@lambertcastle.org.

TAGS and LABELS

Item Price Tags: The crafter number, item number, and selling price must be on every item which is delivered. Example: Crafter# 125, Item# 6, Price \$ 4.00
125-6
\$4.00

Price tags/labels which are white in color are required and only will be accepted. No business cards, colored tags, etc. will be accepted.

EVENT DATES/HOURS

Holiday Boutique : November 2nd – December 1st , 2019 (closed Thanksgiving Day)
Wednesday, October 30th , 2019 Crafter Preview Night 6:00-8:00pm (free entry for you and guests)
Friday, November 1st , 2019 Wine & Cheese Preview Night 5:00 – 9:30pm (tix \$15)
Saturday, November 2nd 2019 Holiday Boutique opens to public
Sunday, December 1st , 2019 Final Day of Show

Holiday Boutique Hours: Wednesday – Friday 10:00am to 8:00pm
Saturday – Sunday 10:00am to 5:00pm

Please complete the crafter application form. Retain this page for your files and future reference.

