

2018 Revised Vendor Guidelines Wendy's Wish Christmas Goose Boutique



Welcome to the 2018 Christmas Goose Boutique! Wendy Huntley started the Christmas Goose in 1985. In 2006, Wendy passed away from colon cancer after ten years, as a breast cancer survivor. The annual boutique continues as a tribute to Wendy, with part of the proceeds to benefit the Wendy's Wish Fund under the umbrella of the St. Charles Foundation. Friends and Family established Wendy's Wish to improve the quality of life for cancer patients by providing assistance with non-medical expenses. That was Wendy's last heartfelt wish for others, as they travel through their own Cancer journey!

Boutique Location: St. Charles Medical Center (Conference Room Area),
2500 NE Neff Rd., Bend, Oregon 97701

2018 Change in payments: St. Charles is no longer able to help us with accounting and paying vendors. You will need to be at your booth to collect payment for your items during the sale. At the end of the sale you will need to pay 15% of your total sales to Wendy's Wish as your contribution to cancer patients in Central Oregon.

Set-up date: Thursday, November 15th in the evening. We will be done by 8PM. Local artist, Diane Burns (rdburns@bendbroadband.com) will contact you with a set-up time. You will be in charge of setting up your own items. Your booth size is XXXXXX. We can supply two 6'x18" rectangle tables or a 6' round table and tablecloths plus chairs for you. Indicate if you want these on your application.

Boutique Dates/Times: Friday, November 16, 2018 - 9AM to 6PM
Saturday, November 17, 2018 - 9AM to 4PM

Vendor Fee:

Early Registration before July 30: \$60.00 non-refundable fee

After July 30: \$75.00 non-refundable fee

15% of your sales will be contributed to the Wendy's Wish or more if you wish to donate more.

Tax deductible receipts will be mailed to you following the event. Please remember there is NO BOOTH SHARING; each vendor is responsible for their own vendor fee and sale's percentage contribution.

Set up: We will try to have some parking spaces close to the building reserved. Do not park in handicap spaces, fire lanes, or leave vehicle unattended in the front circle during set up or cleanup. Diane will let you know when to come. At set up we will provide a receipt book that you will record all sales in. At the end of the sale we will use the receipt book to determine your contribution to Wendy's Wish.

Cleanup: Each vendor will be required to help with cleanup immediately following the boutique closing. At the end of the sale, vendors will turn in the receipt books and pay 15% of their sales to Wendy's Wish. Any unclaimed items left at the close of the boutique will be donated to a worthy cause.

See application on the next page.

2018 Wendy's Wish Christmas Goose Application

Event: Friday, November 16, 2018 from 9-6

Saturday, November 17, 2018 from 9-4

Set-up hours Thursday, November 15, Diane will let you know (done by 8pm)

Early registration before July 30: \$60.00

After July 30: \$75.00

Please make checks payable to Wendy's Wish.

I have read the vendor guide and agree to the guidelines:

Signature: _____

Name: _____

Phone: _____

Email address: _____

Address: _____

City: _____ State: _____ Zip: _____

Brief description of your handcrafted items:

_____ I would like two 6'X 18" tables for my booth

_____ I would like one 6" round table for my booth

_____ I would like tablecloths for my tables

_____ I will bring my own set up tables and tablecloths.

Please note: Jury will be done upon receipt of a complete application. Payment will be returned if not accepted into the show.

All items must be handcrafted by the person selling the merchandise. No imports or commercial items allowed. Every item must be 85% handmade by the vendor. Accepted vendors must exhibit through the entire two days.

Requirements: You are required to send 3-4 photos of every line item you will be selling along with your completed application. This application can be mailed to: D. Burns, 19068 Shoshone Rd., Bend, Oregon 97702 or you may email to: rdburns@bendbroadband.com. Please send a stamped envelope if you would like your photos returned.

Accepted media: Paintings, drawings, photography, pottery, metal, glass, wood, paper, jewelry, textiles, and floral.

Jury criteria: Media acceptability, design, originality, overall impact. Jury reserves the right to create a balanced show with all accepted media represented.

Displays: Artist must provide their own props. We provide a 6'x36" table or 6' round table and tablecloth if requested.

We will not accept applications before June 1st, 2018.

Refund policy: An application is a commitment to show. Therefore there will be no refunds except to those vendors not accepted. If you are unable to attend, please notify us as soon as possible.

For all approved vendors:

Wendy's Wish will take 15% of your total sales. You will keep track of your sales in a receipt book that we will provide. At the end of the sale we will total your sales and determine how much your contribution to Wendy's Wish will be. Make check payable to St. Charles Foundation with Wendy's Wish on the memo line.

Attention: Wendy's Wish is not responsible for any loss, stolen, or breakage of items that may occur during the show.

Thank you so much for your support of Wendy's Wish. We look forward to another successful year!