

**Zion Lutheran School PTSL
2018 Zion Family Christmas Boutique**

FAQ

SCHEDULE

Thursday, November 29, 2018 Crafter Check-In, Set-Up: 5:00 pm - 8:30 pm (3-Day Crafters)

Please check in before you take your merchandise to the gym. We want to create a festive holiday atmosphere so please decorate your table with holiday tablecloths and props. You may use small boxes, boards and clothing racks to display your merchandise. However, do not put items on the floor in front of your table(s). Corners and sides may be used, but may not block the view of the crafts next to, or adjacent to you. Additional tables may not be brought in. If you have special circumstances or display techniques that cannot fit into these guidelines please email ZionAnaheimCrafts@gmail.com ASAP. All tables are 8' long. Give yourself plenty of time to set up; we'll be turning out the lights at 8:30 pm!

Friday, November 30, 2018 Crafter Hours: 7:00 am -7:30 pm
Crafter Lunch 11:45 am - 12:45 pm (reservation required, menu available Nov.)
Zion-Only Hours: 7:30 am - 1:00 pm
Public Hours: 1:00 pm-7:00 pm

Friday morning is a special shopping time for Zion families, staff and students. The students will be given time Friday morning to come and shop. You will want to have many items on hand that are priced under \$5 and set them up front so the kids can see them. It is a very fun day and many of our crafters will make the majority of their sales on this day. We will open to the public at 1:00 pm.

You are not required to be present during the Boutique if all items are properly tagged. However, we do recommend that you or your representative be on hand to restock, answer questions and make price changes, etc.

Saturday, December 1, 2018 Crafter Set-Up Hours: 7:00 - 9:00 am (2-Day Crafters)
Public Hours: 9:00 am-4:00 pm

On Saturday, we will have extra activities to attract shoppers, including a holiday performance by our preschoolers in the Sanctuary. Santa may be available for photographs, and we'll also have a snack bar with breakfast, lunch and snack items available.

Sunday, December 2, 2018 Public Hours 9:00 am - 1:00 pm
Crafter Clean-Up: 1:00 - 3:00 pm

On Sunday, we'll see visits (and return visits!) from our congregation, before and after services. We'll close our doors promptly at 1:00 pm. All crafters will be responsible for clearing their own tables; merchandise must be removed from the gym by 3:00 pm. Sunday.

MERCHANDISE TAGGING

When your application is approved, we will send you tags for your merchandise (210 per table). They will be stamped with your crafter number. You may order extra tags on your application or at the event.

1. We recommend that you place your small items securely on a card or in clear bags for easier tagging.
2. We generally do not allow taking orders to be delivered at a later date outside the Boutique. It is hard to track these items and they do not contribute to the fundraising goal of our Boutique. However, if you have a unique or personalized merchandise item and outside orders are an important part of your business, email the committee at ZionAnaheimCrafts@gmail.com for assistance. We must agree on a system that will allow the cost of these items to be charged at our central check out station.
3. If you would like to more closely monitor the sale of certain items, we will work with you to set up a receipt system. However, if you choose this system you will be responsible to stay at your table at all times. Please contact a committee member if this interests you.
4. Policy for multiple crafters per table: One number will be issued per crafter. If two or more persons are sharing a table and wish to separate items sold, we will give each of you a separate crafter number. Please email the committee BEFORE November 16, 2018 if you will need a separate crafter number.

FOOD ONLY ITEMS

If you have items that are food only (non-taxable,) **you must add red dots to the back of the large side of the tags.** Only items that are **non-taxable** (pre-wrapped food items or “store bought” candies) require dots. Please use your own red dot labels or use a red Sharpie marker to mark your own dots. Tax will be applied to all items that do not have the red dots on the back of the tags at the central checkout. Dots should be at least ¼” in diameter, bigger is better.

(size)



SALES

We will be responsible for all sales. We will have a centralized check out station and will provide the cashiers.

1. Tax: Zion PTSL will be obtaining a temporary Seller’s Permit for this event. Cashiers collect tax at the time of purchase. Crafters should **not** include sales tax in pricing their merchandise. If anyone needs a copy of the Seller’s Permit for tax purposes please contact us and we will be happy to mail you one.
2. Pricing: Friday will be a special event for the children to shop for their families. We suggest you have a large selection of items priced under \$5.00 and have them placed in front of your table for easy access to the children. Place the more expensive items in back since we will have adults shopping throughout the day as well.
3. The Zion Christmas Boutique Committee and/or the Zion PTSL board has sole discretion to determine which items may or may not be appropriate for selling at the Boutique. Everything for sale must be in compliance with school policy and good taste. Generally, crafters may not sell any item that would be considered a weapon or any instrument that could be used to cause bodily harm or any alcoholic beverages. It is also our intention to make the merchandise available at the Boutique diverse and of good quality. Crafters will be notified in person if we feel any of your merchandise is inappropriate and you will be asked to remove it immediately. If a crafter violates this request he/she will be asked to leave.
4. If a customer decides against an item at check out, we will put the item in a secure place to “go back” to the appropriate table as soon as possible. We do the go-backs as often as we have volunteers. Please feel free to check this area on your own to pick up any items that are yours. Remember that we cannot put an item back that has no tag.
5. Final checks will be mailed to the crafters after the Christmas Boutique. We will make every effort to do this as quickly and efficiently as possible.

OTHER

Security/Release Form: All crafters must have their release form signed prior to set-up. If it is not on file you will not be able to participate in our event. During the time the Boutique is closed, the gym will be locked and secured. We do notify the Anaheim Police Dept. of the event. Zion Lutheran Church and School cannot be held responsible for your merchandise. If you have any particular items you may be concerned about we suggest you remove them and bring them back each day.

Crafter Payments: The payoff checks and accumulated tags will be mailed to each crafter as soon as we can calculate and double-check each crafter's sales. One check will be issued per crafter number. Please refer to the merchandise tagging section of this letter for more information.

Refunds: We will not be issuing any table fee refunds after October 31, 2018.

CONTACT INFORMATION

Please email the Boutique Committee at ZionAnaheimCrafts@gmail.com. We are happy to answer your questions and we appreciate your comments and suggestions. We are always looking for new vendors and for opportunities to advertise our Christmas Boutique so please keep in touch.