

# California Utah Women

CALIFORNIA WOMEN PROUD OF THEIR UTAH HERITAGE

## Boutique General Guidelines

In order to avoid any misunderstandings and problems that might occur, we want to review the following:

1. CUW will pay your parking fees unless otherwise noted.
2. The California Utah Women collect California State Sales Tax.
3. **YOUR TABLE SPACE IS 6 FEET LONG AND 30" WIDE. YOU MUST NOT USE ANY SPACE TO THE SIDE OR FRONT OF YOUR TABLE. YOU MAY USE THE AREA BEHIND YOUR TABLE ONLY IF IT DOES NOT RESTRICT MOVEMENT OR ENCROACH ON THE SPACE OF THE ADJOINING VENDOR. PLEASE BE CONSIDERATE OF OTHERS IN SETTING UP YOUR DISPLAYS. TRY TO KEEP YOUR DISPLAYS SIMPLE. THERE IS NOT THE TIME OR SPACE FOR BULKY "CRAFT FAIR" TYPE EQUIPMENT. THE HOTELS ARE VERY STRICT ABOUT THIS BECAUSE OF THE FIRE LAWS.**
4. Each table will be covered with a floor length cloth and have your number on it.
5. **EVERY** item must have a pricing tag attached FIRMLY and the tag must be **clearly** filled out with your **table # or CVR#** AND **price**. Please use only blue or black ink on the pricing tags. **NO GUM or STICKY tags are allowed. ALL Tags MUST be at least be 1 ½ x 1 inch. Go to the web site under vendor info and click on Price Tags for a sample tag you may print off and use.**
6. Please wear your name tags which will be provided when you arrive at the boutique and during clean up.
7. Several security guards will be on duty throughout the entire Boutique and during clean up.
8. No easels or merchandise will be allowed in the walkways. Nothing is to be attached to the walls.
9. No money is to be taken at the tables by you, the vendor. All sales will be handled through Check-Out. Any violation will result in not being allowed to participate again.
10. Your display is to represent YOUR original work; our fine reputation has been built on your hand-crafted merchandise. (note exceptions are made)
11. **PAYMENT IS BASED ON TICKETS PROCESSED THROUGH MAIN CHECK-OUT ONLY.**
12. If you have not signed and returned the CUW Boutique Release Form we cannot allow you to participate.
13. We remind you that each of you is representing California Utah Women in this boutique; we hope you will have patience and be courteous to our guests.

Fran Curtis  
Boutique Director