

2019 HOLIDAY BAZAAR INSTRUCTIONS

November 8th & 9th, 2019

Please retain this page for your records!

Applicants must submit all booth and/or table fees along with their application. Make checks payable to: St. Benedicts with the memo Holiday Bazaar.

- ◇ Color photographs (usually 3 or 4) of the artist's/crafter's work must be attached to the back of the application or sent via email. Photographs will not be returned.
- ◇ Only items listed on your approved application are allowed to be displayed and old from your booth. The Holiday Bazaar Committee reserves the right to prohibit items that may be inappropriate for sale. No items may be sold off label.
- ◇ The Holiday Bazaar Committee will jury all applications. The decision of the jury is final.
- ◇ Letters will be sent to all exhibitors regarding their status by June 30, 2019. If you do not receive notification of your status, please let us know. A waiting list will be compiled. If for some reason you are unable to make the bazaar after you are selected, please let the Holiday Bazaar Committee know ASAP.
- ◇ The artist/crafter/vendor commits to be at the Holiday Bazaar for the allotted times of the Bazaar. Early breakdown is not permitted.
- ◇ The Selection Committee assigns Booth/Round table locations. Booth space cannot be sublet, shared or reserved.
- ◇ Displays may not exceed 8 feet in height. Tents are not allowed.
- ◇ Four options for vendors:

BOOTH	SIZE	NUMBER AVAILABLE	# WITH ELECTRICITY	NON - REFUNDABLE FEE	TABLE RENTAL
Extra Large		2	2	\$170.00	\$15 Each
Large	9' x 9'	20	10	\$130.00	\$15 Each
Medium	7' x 8'	12	None	\$115.00	\$15 Each
Round Table	5' Diameter	6	None	\$95.00	Included

- ◇ We prefer the booth table(s) to have a floor length table covering which covers 3 sides of the booth. This allows the vendor to store items, boxes, etc. under the tables out of sight. We do not provide tablecloths.
- ◇ **Fees (Non-Refundable):** Must be submitted with Application.
- ◇ **Raffle Donation:** 1 item **valued at \$35 or more** for each booth space and round table rented. Gift certificate(s) may not be substituted for your raffle item. Raffle item must be presented by 5pm on Friday, November 8th.
- ◇ Electricity is limited to the Large Booths only and cannot be guaranteed. The electricity will be used for display items that need electricity, not necessarily for computers, etc.

Please return application, fee, photographs, and stamped, self-addressed envelope to:

**St. Benedict Catholic Church Women's Guild
Attn: Holiday Bazaar
11045 Parsons Road
Johns Creek, Georgia 30097**

PLEASE DO NOT PLACE IN OFFATORY COLLECTION

Check # _____ Amount _____

Booth Size _____ Electricity _____

Set-Up Day _____ Time _____

CONTACT INFORMATION (PLEASE PRINT or TYPE):

Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Website: _____

Best way to reach you: Phone **OR** Email

MERCHANDISE INFORMATION: All Items are to be handcrafted by you, the Vendor.

Description of Merchandise – **BE SPECIFIC:**

Merchandise Price Range: _____

Raffle Item to be Donated at Check-In: _____ Value: \$ _____

BOOTH RENTAL INFORMATION:

Rental fee includes one **Extra Large booth** (there are only two on the stage) **OR** one **Large 9’x 9’ booth** (approx. 81 sq. ft.), **OR** one **Medium 7’x 8’ booth** (approx. 56 sq. ft.), **OR** one **5’ Round Table Space** (for the Round Table Space only - All items must be displayed on top of the round table. No items or signs may be displayed on the floor surrounding the 5’ roundtable). Each booth/table space comes with up to 2 folding chairs. We prefer to have the booth tables covered on 3 sides with a table covering that is floor length. Six-foot cafeteria-style tables may be rented for the extra large, large and medium booth spaces. Booth height may not exceed 8 feet. Electricity is limited and is for display items that need electricity. We make every effort to accommodate requests for electricity, but there is **no guarantee**.

Electricity: **YES** **NO**

1 Extra Large Booth (Stage- 2 Spots) (\$170.00): \$ _____

1 Large Booth (\$130.00): \$ _____

1 Medium Booth (\$115.00): \$ _____

5 ft. Round Table space (\$95.00) \$ _____

Number of 6’ tables _____ @ \$15 each: \$ _____

Total Cost: \$ _____

(Payment is non-refundable upon acceptance of Application by the Selection Committee)

Folding Chairs (No Charge) Please check quantity needed: ____ 0 ____ 1 ____ 2

SHOW REQUIREMENTS:

The Holiday Bazaar will be held on Friday, November 8th from 5:30pm – 9:00pm and Saturday, November 9th from 10:00am to 7:00pm. We will have volunteers to help you unload/load.

Will you be participating in our Friday Evening Preview Sale Yes No

NOTE: We would need 95% of the Vendors to participate in the Friday evening sale for us to move forward with this preview night. This was a huge success last year and we look forward to it again this year.

Check-In/Set-Up (PLEASE CHOOSE):

Thursday between 11:00 am and 2:00 pm 2:00pm and 5:00pm 5:00pm and 8:00pm

Friday between 2:00 pm and 5:00 pm: *

Saturday morning 8:00 am – 9:45 am: **

*Set-Up MUST be completed by 5:00 pm Friday if participating in the Preview Show.

** Set-Up MUST be completed by 9:45 am.

APPLICATION REQUIREMENTS:

1. Submit completed & signed contract. Please make a copy for your records.
2. Submit no more than 4 photos of your work AND display. Photos will not be returned. You may email digital photos to stbenedicholidaybazaar@yahoo.com.
3. Submit booth fee and/or table fees payable to St. Benedict with Women’s Guild in the Memo. Payment should be made by check, money order, or cashier’s check only. There will be a \$25 fee for returned check due to non-sufficient funds.

NOTE: The Selection Committee will cash Checks upon approval of your Application.

4. Mail your completed application, photos and application fee by **May 31, 2019** to:

St. Benedict Catholic Church Women’s Guild
Attn: Holiday Bazaar
11045 Parsons Road
Johns Creek, Georgia 30097

WAIVER OF RESPONSIBILITY: I (We) agree to hold harmless St. Benedict Catholic Church from any and all responsibility for damages, which may occur to my property and/or merchandise due to theft or vandalism at St. Benedict Catholic Church.

SIGNED:

Date: _____