



2010 Bend Senior Center Holiday Craft & Gift Bazaar

Bend Senior Center
1600 SE Reed Market Rd
Bend, OR 97702
TEL. 541.388.1133

July 12, 2010

Dear Crafter and Gift Seller,

The Bend Senior Center is pleased to announce their annual Holiday Craft & Gift Bazaar on **Saturday, November 20, 2010 from 9:00 am – 4:00 pm** at the Senior Center.

The Holiday Craft & Gift Bazaar will have over 12,000 square feet available for hand made crafts and gifts!

The format for this year is as follows:

- **Each vendor space will rent for \$45.** Spaces are - **8 ft. by 6 ft.**
- **Spaces 1 & 15 in the South Event room and space 42 in the Conference room will rent for \$75.**
- Tables will be available to rent for an **additional \$5 each** -The tables are 6 ft x 30 in (while supplies last).
- You may furnish your own tables **but they must have** rubber or plastic protectors on the legs where the legs touch the floor so as not to damage the floor.
- You may use additional racks or displays as long as the floor is protected and there is space in your area.
- Chairs will be available on request at no charge.
- There are a limited number of electrical outlets available for use. If you need electricity please make sure to request a wall space.
- Lunch will be available for sale.
- Set up is Friday evening from 5:00 pm to 7:30 pm or Saturday morning 7:00 am-8:45 am.
- The show will begin at 9:00 am.

Don't hesitate; get your space reserved today! We are sure to fill up fast. Remember your space is not guaranteed until we receive your payment. We do accept VISA/MasterCard.

What do you need to do? Fill out the enclosed application select a preferred booth space in **either** the Lobby Area, Library Area, Event Room or Conference Room. Please, indicate your 1st, 2nd & 3rd choice on the application then return the forms to the Senior Center along with payment.

If you have any questions, please feel free to contact the Senior Center. We look forward to hearing from you soon.

Sincerely,

Brenda Chilcott
Program Coordinator
Bend Senior Center
brenda@bendparksandrec.org



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Saturday, November 20, 2010 9:00 am to 4:00 pm

Registration Form ■ Please Print (No Faxes Please)

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Day _____ Evening or Cell _____

Email Address** (all future communication is through email) _____

Were you a vendor in 2009? _____

How can we improve in 2010? (Use back side) _____

All Vendors: Describe what you will be selling.

Booth Space Request

Booth Space is reserved on a first come first served basis. Please indicate the booth space that you would prefer. See attached maps. If the space you request has already been paid for by another vendor, we will assign you the next closest space unless otherwise noted.

First Choice _____

Second Choice _____

Third Choice _____

Fees

Booth Space is first come first served

@\$45.00 each _____

Corner Space \$75.00

Tables are available to rent @ \$5 each

of tables _____ x \$5.00 = _____

Electricity (only available with wall space) Yes No

Chairs none ___ or 1 ___ or 2 ___

TOTAL DUE: \$ _____

Charge my:

VISA or MASTERCARD (please circle)

EXP Date: _____

Signature

For office use

Date Received _____ Fee received _____

Booth Assignment _____

Check # _____ Cash _____

Confirmation sent: _____



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VENDOR GUIDELINES & AGREEMENT

Thank you for your interest in being a vendor at the Bend Senior Center

- Vendor space rental is available on a first come first served basis.
- Your space is not guaranteed until payment is received.
- We accept VISA/Mastercard, personal checks or cash.
- Full refunds are available if cancellation is made prior to 1 month before the event.
- Set up time: **11/19/2010-Friday: 5:00 pm- 7:30 pm or 11/20/2010-Saturday 7:00 am- 8:45 am.**
- Break down: 4:00 pm on Saturday
- The Sale will open to the public from 9:00 am to 4:00 pm.
- Please be considerate of other vendors and the public and plan to stay until the event is over. If you break down early you will not be invited back.
- Vendors must bring their own change (petty cash) for the day of the event. The Senior Center will not have change available.
- The Senior Center will not be responsible or liable for lost, misplaced or stolen items.
- We reserve the right to limit the number of vendors selling like wares.
- Any questions or comments may be directed to Brenda at the Bend Senior Center
- Food will be available for sale.
- Vendors may bring their own tables and displays as long as the floor is protected from scratches. We recommend using rubber leg caps on the table legs.

Bend Senior Center agrees to provide:

- Advertising for the Event including television, radio and print media.
- 2,500 post cards will be printed and given out at events preceding the Senior Center Holiday Show
- 3,000 Flyers will be distributed. Vendors are welcome to post flyers around the community.
- Tables (6 foot x 30 inch) may be rented for an additional \$5 per table.
- Chairs will be provided at no cost
- Signage advertising the Holiday Craft & Gift Bazaar will be placed on Reed Market Road 1 week prior to and on the day of the event.