

Bend Senior Center

Holiday Craft & Gift Bazaar

Bend Senior Center
1600 SE Reed Market Road
Bend OR 97702

June 20, 2018

Dear Crafter and Gift Seller,

The Bend Senior Center is pleased to announce that we will **begin accepting applications for the 2018 Holiday Craft & Gift Bazaar on Tuesday, June 26, at 9:00 am**. The Bazaar will be held Saturday, November 17, 2018 from 9:00 am-3:00 pm at the Bend Senior Center. The Holiday Craft & Gift Bazaar will feature over 11,000 square feet of space for hand made crafts, gifts and holiday items!

The application process is outlined below:

- Admission to this show is granted through a committee screening selection process.
- Fees must accompany the application when submitted.
- Previous vendors do not need to submit photos of products that they have sold in the past. Any new products added will require that photos be submitted for those products.
- New Vendors will supply photos of what they will be selling at the show along with their application.
- Application **must list everything** that the vendor will be selling. If the item is not on the original application the vendor will be asked to not sell the unapproved items the day of the show.
- The committee will show preference to original art, crafts and products produced by the vendor.
- We will accept imports and commercially produced products as space allows.
- Additional spaces will be available on a limited basis.

Please complete the enclosed application and select a preferred booth space in **either** the Lobby Area, Event Room or Conference Room. Please indicate your 1st, 2nd & 3rd space preferences on the application. Organizers reserve the right to place vendors to achieve balance and create flow. Return the forms to the Senior Center along with full payment. Vendors will be notified by August 31 of their acceptance into the show. If vendor is not selected all fees will be returned.

If you have any questions, please feel free to contact the Senior Center. We look forward to hearing from you soon. Thank you for your support of our programs and events.

Sincerely,



Brenda Chilcott,
Program Coordinator
Bend Senior Center
541.706.6232 (Direct Line)
brenda@bendparksandrec.org



play for life

2018 Bend Senior Center Holiday Craft & Gift Bazaar

Saturday, November 17, 9:00 am - 3:00 pm

Registration Form ■ Please Print

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Day _____ Evening or Cell _____

Email Address** (all future communications are through email) _____

Vendors: Describe what you will be selling; please list all items that you will have for sale (use backside if necessary) New Vendors must submit 3 photos of product.

Booth Space Request

All Vendors will be screened by a committee for admission to the show.

Please indicate your booth space preference. See attached maps. Organizers reserve the right to place vendors in other spaces to assure balance and create flow for the show.

First Choice _____

Second Choice _____

Third Choice _____

INDEMNIFICATION (Required for All Vendors)

By signing the Registration Form Exhibitor agrees to hold harmless and release from liability Bend Metro Park and Recreation District, from all claims for loss, suits, actions or damage of any nature caused by me or my exhibit. Exhibitor agrees to expressly assume all risks of harm to me or my exhibit, including harm resulting from the negligence of other exhibitors or festival visitors. Exhibitor agrees to indemnify (to pay any losses, damages, or costs, including legal costs incurred by) Bend Metro Park and Recreation District and to hold them harmless with respect to claims for harm to me or my exhibit and for claims made by others for any harm caused by me or my exhibit while at the Holiday Craft & Gift Bazaar.

Signature _____

Date _____

Fees

6 x 8 space @\$65.00 each _____

Additional spaces will be limited.

Event Room Large Space = \$135

(Spaces #1, 13, 16)

Tables are available to rent @ \$10 each

of tables _____ x \$10.00 = _____

Electricity (limited availability only available with wall space)

Yes _____ No _____

Chairs none _____ 1 _____ or 2 _____

TOTAL DUE: \$ _____

Charge my:

VISA/MASTERCARD/Discover (circle)

Number _____

EXP Date: _____

Signature _____

For office use

Date Received _____

Booth Assignment _____

Check # _____ Cash _____

Confirmation sent: _____

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VENDOR GUIDELINES & AGREEMENT

Thank you for your interest in being a vendor for the Holiday Craft & Gift Bazaar

- Vendor spaces are - 8 feet wide by 6 feet deep. Fees are \$65 per space.
- Larger Spaces #1, #13 and #16 in the Event room will rent for \$135.
- All vendors will be screened through a committee for acceptance to the show.
- **New vendors will need to submit photos of the products that you will be selling.**
- **Previously accepted vendors do not need to submit photos of items sold in prior shows. Please only submit photos of new products.**
- Booth space may be requested but specific location is not guaranteed.
- Additional space requests will be accepted only if space is available.
- Organizers reserve the right to place vendors for balance and flow.
- **Full payment must accompany application when submitted.**
- Tables will be available to rent for an **additional \$10 each**. The tables are 6 feet x 30 inches.
- You may furnish your own tables. We require protectors on the legs where the legs touch the floor to avoid damage to the floor.
- Additional racks or displays are allowed as long as they completely fit into your assigned space.
- Chairs will be available on request at no charge.
- There are a limited number of electrical outlets available for use, please indicate that you require electricity.
- Lunch will be available for sale.
- We reserve the right to limit the number of vendors selling like wares.
- Vendors must list all items that will be sold in their booth on the application form.
- The Senior Center will not be responsible or liable for lost, misplaced, broken or stolen items.
- Any questions or comments may be directed to Brenda at the Bend Senior Center

Set up: Friday, 11/16 from 5:00 pm to 7:00 pm or Saturday 11/17 from 6:30 am to 8:30 am.

- The show will begin promptly at 9:00 am on Saturday.
- 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.

Break down: Beginning at 3:00 pm on Saturday, completed by 5:00 pm.

CANCELLATION POLICY Full refunds will be made if cancellation is made two weeks prior to the event and we are able to re-sell your space. No refunds if cancellation is less than two weeks out.