



HOLIDAY BAZAAR VENDOR APPLICATION

Jerry M. Passmore Center
103 Meadowland Dr., Hillsborough, NC 27278
Contacts: Terry Colville, 919-245-2016, Main office, 919-245-2015



ARTS & CRAFTS SHOW DETAILS

Date & Time:
Saturday, November 3, 2018
9:00 am - 2:00 pm

Load In: Friday, 4:00 pm - 7:00 pm
Load in: Saturday, 8:00 am
Load Out: Saturday, 2:15 - 4:00 pm
Vendors may be asked to park in designated area by Holiday Show Volunteers

Location: Jerry M. Passmore Center
(formerly Central Orange Senior Center)
103 Meadowland Drive
Hillsborough, NC 27278

VENDOR INFORMATION

Name:

Street Address:

City, State, Zip:

Phone:

Email:

LIST & DESCRIBE ALL HANDMADE CRAFTS/PRODUCTS TO BE SOLD Attach additional pages for information if needed

FEES, SPACE & DEADLINES

Early Submission Up to
Friday, October 19, 2018

Late Submission October 20, 2018 and
after

Single space: one 6 foot table
Double space: two 6 foot tables
Late Submission Fee: \$10,
Additional Card Table Fee: \$5,
Additional 6 foot table, \$10, Electricity: \$5

Single Space: \$25
Double Space Total \$40

Single Space Total \$35
Double Space Total \$50

OTHER DETAILS

LIST ALL SPECIAL REQUESTS; USE THE BACK OF THIS SHEET IF NEEDED.

On site concession provided by **Friends of Passmore**; Holiday entertainment provided; Tables are available for rent, limited availability; Two chairs provided for all vendors in addition to table space reserved by the vendor.

SUBMISSION CHECKLIST

- Signed Application
- Check (payable to The Jerry M. Passmore Center)
- Standard Single Table (6 foot) Extra single table (6 foot)
- Extra card Table Electricity

When will you set up?

Friday Afternoon 5pm-7pm

Saturday morning 8 am

Vendor Signature:

Check No _____

Amount: _____

Return to: Passmore Center
c/o Terry Colville Re: Holiday Bazaar
P. O. Box 8181
Hillsborough, NC 27278

GUIDELINES:

Inhouse concessions provided by **Friends of the Passmore Center** for consumption on the premises. Food items prepared by vendors should be designed for off premises consumption to avoid competition with the Friends of Passmore Center. *All vendors are asked to assist with the promotion of this event including word of mouth and handing out flyers. *Your area should be attractive. *Vendors agree to stay until the close of the show. * Vendor fees will be forfeited under the following conditions: Vendor (1) is absent from the show or (2) sells items that were not approved. Decisions regarding UNAPPROVED ITEMS will be made by the show director acting for the Friends of Passmore Center. The show director has final say in any disagreement. If the situation is not corrected the vendor will be asked to leave.

This show encourages items handmade by the vendors. Other items may be allowed at the discretion of the show director. No used or resale items permitted. *Vendors may keep 100% of sales. *Vendors are responsible for providing and securing his/her own labor, set-up, clean-up, product, equipment, and all other related materials and documentation necessary for operating the sale of their items (including compliance to federal/state sales tax regulations, etc.). **Nothing may be attached on the walls. *The Passmore Center will not take responsibility for vendor table or personal property. *Refunds will only be issued due to "inclement weather" or adverse environmental conditions resulting in the cancellation of the show. *Refunds will not be honored if vendor cancels after October 24, 2018