

August 1, 2017

Hello Fellow Crafter:

This is an invitation for you to participate in the Greywolf Elementary School Annual Holiday Bazaar on November 18-19, 2017. The Bazaar will run from 10:00 AM to 4:00 PM both days.

There are approximately 45 booth spaces available in the gymnasium, which are \$55.00, with a space size of 6 feet deep x 8 feet wide with chair provided. There are also approximately 50 spaces available in the main hallways, which are \$25.00, with a space size of 4 feet deep x 7 feet wide. We have allocated a portion of our hallway spaces to be "Saturday only spaces." If you would like to be a Saturday only vendor, you must indicate this on your application. Greywolf student vendors pay \$5.00 for a space. This special rate is for CURRENT Greywolf students only. (Not their family members, neighbors etc.) Greywolf students are not required to pay the \$40 deposit, nor are they required to stay open for the entirety of the bazaar. Student Vendors will be placed at the Bazaar Chairperson's discretion throughout the bazaar. Please refer to the maps for information regarding specific spaces.

You are welcome to request a specific space and these will be honored on a "first come, first served" basis. Please consider marking a 1st, 2nd, and 3rd choice. Just because you "have always had a specific space" does NOT mean you will get that space again if someone else requests it first. Electrical outlets are limited and will be allotted on a first paid basis. Tables are not provided, and will not be rented out by us. Tables can be rented on your own from D&K rentals or other rental companies.

There is also a \$40.00 refundable deposit required on a separate check. These deposits ensure that vendors keep their booths and our floors tidy and also that vendors remain at their booths for the entirety of the bazaar. If you leave Saturday and do not return Sunday or if your booth is unmanned/unoccupied for any portion of the bazaar you will forfeit this deposit. The only exception are the "Saturday only" hallway spaces. The \$40 deposit is still required, however you are not required to return to the bazaar on Sunday. We are changing the way these deposits are returned. It is difficult for us to evaluate whether additional cleaning is required until after the vendor has left the space. To that end, on the Monday following the bazaar, if necessary, you will receive an email and/or phone call indicating your check will be cashed due to violation of either of these policies. If you do not receive any notice, your check will be voided and destroyed.

Applications with payment must be received by November 1, 2017. If it becomes necessary for you to withdraw from the bazaar, you must notify me on or before November 4, 2017 in order to receive a refund. Cancellations after this day will NOT be refunded.

All items for sale must be handmade, with the exception of the Home Based Party/Direct Sales booths. We only allow one of each Direct Sales brand. This is not a juried craft bazaar, however the Holiday Bazaar chairperson reserves the right to reject, with a full refund, any exhibit she/he seems unacceptable. All participants need to supply their own bags, receipts and collect local sales tax if applicable. Please mark your items clearly. The Greywolf PTA is not responsible for any injuries, lost, stolen, or damaged items.

As we did last year, you will be notified when your application is accepted, however you will not receive your space number until you check in for set up on Friday. At check in, you will also receive your menus and order forms for lunch Sat and Sun, in an effort to make lunch delivery run a little smoother/quicker. Set up times: Between 5:00 and 7:00 PM Friday, Nov. 17 (no earlier - no later) and/or 8:00 AM on Saturday, Nov. 18. As a courtesy to your fellow vendors, you must remain set up until 4:00 PM both days or forfeit your deposit. (Saturday only vendors must remain open until 4:00 Saturday and then may take down their booth.) All vendors are asked to park either on the black top in the back of the school or in the staff parking on the south end of the parking lot in front of the school after unloading materials. Smoking is not permitted anywhere on school premises.

We are again asking each vendor to donate an item for our PTA raffle table. This is not required, but is greatly appreciated, as this bazaar is intended to be a fundraiser for the PTA. It would help us if you had this item ready for donation at set up on Friday evening. The PTA will do all we can to make this year another very successful Holiday Bazaar. This includes adding special events on Sunday to increase traffic. I look forward to seeing you at our 2017 Greywolf Elementary Holiday Bazaar. Please feel free to contact me if you have any questions.

Please remember there is no wi-fi available, and limited internet access via mobile phones inside the school. Also, this will be my last year as the Bazaar chairperson. I will introduce everyone to the new chair at this year's Bazaar. Thank you to everyone for helping make my last five years as Chair so amazing!

Sincerely, Dede Bessey, Greywolf Holiday Bazaar Chair 360-670-1320

[greywolffestivalbazaar@gmail.com](mailto:greywolffestivalbazaar@gmail.com)

**P.S. Please save this invitation for future reference.**