

Dear Holiday Bazaar Vendor,

If you are a returning vendor, we appreciate your past participation in the St. Francis Ladies Auxiliary Holiday Bazaar and look forward to many more years together. If you are looking to join us for the first time, Welcome!

Last year, we hosted a record number of vendors and we hope to continue that trend this year. We hope to continue to have a successful bazaar.

The bazaar will be held on October 24, 2020. The hours for the bazaar will be 9:00 AM to 4:00 PM. To help with the set up, we are going to allow set up on Friday afternoon and evening – more details will be provided once you are registered for the bazaar.

This year, we had anticipated offering a new layout and pricing structure for the bazaar, but the Ladies Auxiliary has decided that we will continue with the same layout and pricing structure. Also, for Vendors wanting to register early and submit a completed application with full payment, the Ladies Auxiliary will reserve your booth and will hold your check until July 1, 2020. We hope these actions will be of assistance as we all try to navigate through these trying times.

Vendors are required to provide an item(s) from their booth with a value of \$15 or greater. The item(s) will be used for a raffle sponsored by the Ladies Auxiliary. Items will be displayed and recognized with your business cards and booth number. All proceeds from raffle ticket sales will go to St. Vincent de Paul Society. Please submit 2 business cards with your raffle item. Your generosity is greatly appreciated!

As in past years, we will continue to provide a hospitality room for vendors and one adult guest. The hospitality room usually consists of light snacks, water and coffee.

We will promote the event through many forms of media to maintain our customer volume.

We hope that you will continue to participate in the bazaar now and in the future!

To Register:

Visit www.laxholidaybazaar.com - new website this year!

Thanks and we are certain the 2020 Annual Holiday Bazaar will be a successful event for everyone!

Knights of Columbus Ladies Auxiliary

Knights of Columbus - Ladies Auxiliary 2020 Holiday Bazaar October 24, 2020

RULES AND RELEASE

RULES FOR VENDORS:

1. Each Vendor is responsible for its/his/her own money, cash box, and sales receipts. The Ladies Auxiliary will not provide that service or make change.

2. No-one other than the Ladies Auxiliary or the Knights of Columbus will be allowed to sell food for consumption on the premises. This will be strictly enforced.
3. Vendor may not assign or sublease any part of their booth to any other party.
4. Bazaar hours run from 9 AM – 4 PM. Vendor may not dismantle their inventory prior to ONE hour before closing time. All vendors and their merchandise must vacate the church by ONE hour after closing time.
5. No smoking or use of tobacco products is permitted in the building at any time, or within 50 feet of an exit.
6. There will be no babysitting services provided by the Ladies Auxiliary; therefore, Vendor must have someone available to watch Vendor's children at all times including setup, takedown, and use of restrooms. No unattended children are allowed in the Vendor room.
7. Vendors will be permitted and are strongly encouraged to set up on Friday, 10/23/2020 from 5:30-8:30 PM. This will minimize the amount of traffic on Saturday morning. All vendors must exit the building on or before 8:30 PM on Friday evening as the building will be locked at 9:00 PM. Overnight security will be provided, but vendor will be solely responsible for any merchandise left overnight.
8. Vendor is solely responsible for any loss, damage, or breakage to your property and inventory. No insurance of any kind will be furnished by the Ladies Auxiliary.
9. Once Vendor's registration is accepted, all fees are non-refundable. Vendor agrees to pay the Ladies Auxiliary \$20 for any returned check.
10. No changes may be made by phone - please mail or email only to laxholidaybazaar@gmail.com
11. Boy Scouts, Squires and Squire Roses may be available to assist Vendor in carrying inventory, etc. However, Vendor is still solely and completely responsible for any loss, damage, or breakage to its/your property and inventory - use of their services is at Vendor's sole risk.

RELEASE:

Vendor hereby releases, indemnifies, and agrees to defend the Ladies Auxiliary (including the St. Francis of Assisi Catholic Church, the Roman Catholic Diocese of Dallas, the Knights of Columbus, the Boy Scouts of America, and every member thereof, and every agent, contractor, employee, or volunteer thereof) from and against any and all claims, demands, liabilities, causes of action, suits, judgments, damages, and expenses, including attorneys fees or others costs related thereto, arising from any injury to any person (up to and including death), or from any property loss (including but not limited to damage, theft, destruction, loss, loss of use, loss of profits, or inconvenience), suffered by Vendor (or Vendor's agents, family, employees, or contractors), arising from or connected with attendance by Vendor at the Ladies Auxiliary Holiday Bazaar, for any reason other than intentional misconduct of the Ladies Auxiliary.

Signed: _____

Print Name: _____

Date: _____

Registration Information

Thank you for requesting a booth(s) for the Ladies Auxiliary Holiday Bazaar.
Below you will find instructions for filling out the registration form.
Please read through all information on this page.

SECTION 1 - Vendor Information

Please print clearly and provide as much information as possible.

Please make sure you include a contact phone number and email address.

***Phone number will be used to contact vendor with registration questions.

***Vendor email will be used for confirmation notice and any updates/reminders about the Bazaar will be sent via email.

SECTION 2 - Booth Pricing

Most Booths are 8' x 8'. A few booths are 4' x 16'.

All Booths are priced at \$60 per booth.

Enter the number of booths

Only one vendor for home-based businesses such as Mary Kay, Pampered Chef, etc. will be allowed.

Tables:

Tables are an additional cost not included in the Booth Price.

Table pricing is per table.

Vendor must select at least one booth in order to select tables.

No extra tables will be available on the day of the event.

Electric Outlets:

Electric outlets are an additional cost not included in the Booth Price.

Electric outlets pricing is per single plug-in.

SECTION 3 - Registration Submission

Registration deadline is October 10, 2020.

Registration forms must be mailed and will not be accepted at the Church.

Registration forms not accepted without payment and signed copy of Rules and Release.

Confirmation will be emailed to vendor once registration packet and full payment is submitted.

Make checks payable to Ladies Auxiliary.

Mail Registration Packet to:

Hilma Diaz

Ladies Bazaar

9709 Summer Drive

Frisco, TX 75035

Questions about Registration?

email us at: laxholidaybazaar@gmail.com



Knights of Columbus Ladies Auxiliary
2020 Holiday Bazaar - Registration
October 24, 2020 9AM-4PM

We/I would like to participate as a Vendor at the 2020 Holiday Bazaar at St. Francis of Assisi Catholic Church, 8000 Eldorado Drive, Frisco, Texas.

SECTION 1 - Vendor Information

Name of group or business _____

Contact Name: _____

Address: _____

City, State, Zip _____

Phone Number(s): (home) _____ (cell) _____

Email Address: _____

Website: _____

Signature: _____

Date: _____

Description of merchandise _____

Please clearly state if ANY part of your booth will have franchised merchandise - Mary Kay, Origami Owl, etc _____

SECTION 2 - Booth Pricing

Most BOOTHS ARE 8' WIDE X 8' DEEP

BOOTHS: \$60 each (insert #) number of booths

Note: must select at least one booth in order to select tables or electric outlets

TABLES: \$10 each (insert #) number of tables
(note: no extra tables will be available on the day of the event)

ELECTRIC OUTLETS(per plug-in): \$10 each (insert #) number of single plug-in outlets
(note: limited availability; use of power strips/extension cords must be approved in advance)

SECTION 3 - REGISTRATION SUBMISSION

Registration Form Deadline: October 10, 2020 - We may run out of booths prior to deadline

Registration forms must be mailed and **will not** be accepted at the Church. Registration forms not accepted without payment and signed copy of Rules and Release. Confirmations will be emailed. Make checks payable to Ladies Auxiliary

Mail to: Hilma Diaz
Ladies Bazaar
9709 Summer Drive
Frisco, TX 75035

For office use only:

Check Number: _____

Check Name: _____

Date Registration Received: _____

Rules & Release Form Received: Yes No _____

Date Confirmation Email Sent: _____