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CHKD Holiday Bazaar

Dear Friend of Children's Hospital of The King's Daughters

My name is Tammy Olenki, project chairman for the 6th Annual Cypress Point Circle Holiday Bazaar. The event will be held **Sunday, November 8, 2009, 10:00am – 4:00pm** at Quality Suites & Sleep Inn at Lake Wright on Northampton Blvd in Norfolk. This event is hosted by the Cypress Point Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters (CHKD). CHKD is a full service pediatric hospital serving Hampton Roads, Eastern Shore of Virginia and northeastern North Carolina. CHKD provides the best possible care and services for all children from birth to age 21. We are very fortunate to have such a wonderful hospital serving children in our community.

You have been recommended and nominated as a desired vendor. The previous Cypress Point Holiday Bazaars have been a huge success with 100% of the vendors requesting to return. We will be accepting 40-50 vendors. **The entry fee is \$125.00 for each 10x10 space and a donated door prize that will be raffled for a \$1 chance.** All proceeds from entry fees and door prize chances will go directly to CHKD. Your entry fee is tax deductible.

Set up for the event is Sunday, November 8, 6:30-9am. All set-ups must be fully completed by 9 am on the day of the event. You will also need to provide everything for your area, i.e., tables, table clothes, display racks, extension cords and decorations. I will provide the door prize drawing slips and pencils. **If you don't have your own tables, we have access to a limited number of tables via the hotel. There is an additional \$25.00 table fee for 2 tables.**

Most importantly, we intend for this event to be fun, yet still profitable for CHKD. The event is open to the public and we have approximately 2,000 people who attend the event each year. We encourage you to pass the word throughout your community and/or place a notice in your local civic league newsletter, and church bulletin. In addition, we ask that you please advertise at other shows you may be participating in prior to our event. We advertise in over 50 venues to include newspaper, radio, public TV announcements, civic league newsletters and church bulletins. Again, please help us by advertising wherever you can or forward me your advertising suggestions. As you know, it is all about the advertising that gets the shoppers out.

Please call or e-mail me to notify me of your interest to participate and I will forward you my mailing address to mail your application. Money guarantees a spot and we always fill up fast.

Sincerely,
TAMMY OLENSKI
E-mail: tolenski@cox.net
Work: 757.445.1883
Home: 757.499.4299

CHKD Holiday Bazaar



Sunday, November 8, 2009 10:00 am – 4:00 pm
Quality Suites & Sleep Inn at Lake Wright
6280 Northampton Blvd. Norfolk, VA 23502

Vendor Application Form

Company Name _____ Point of Contact _____

Address _____

City, State, Zip _____

Work Phone _____ Home Phone _____

Cell Phone _____ Other _____

E-mail address _____

of Booth Spaces You Require: _____, Renting Tables, YES _____, NO _____
(Each booth space is \$125.00, space size 10x10, Tables 2 for \$25.00)

List types of items you have (i.e.: jewelry, pottery, stained glass etc.) Please be specific & provide picture of items so we can ensure we don't duplicate exact items _____

List special requirements for 10 x10 space (i.e.: need electricity, will have standing display, need trash can, want 2 spaces, would like a chair, need to rent tables) Must have picture of items and booth display submitted with application so we can put you in location that fits your display set up) i.e. clothing racks take a wall versus a square

Please list your donated door prize to be placed on a designated table for a group raffle? Please specify. (Must have at least minimum value of \$25.00) _____

How many people working your booth _____ How many chairs required at your booth _____

Additional Comments: _____

For more information, feel free to call Tammy Olenski, Project Chairman, at 757.499.4299 or The King's Daughters' office at 668-7098

Once confirmed as a selected vendor I will provide you with my home mailing address to mail payment.

Checks will be payable to: "Cypress Point Circle"

NO REFUNDS FOR CANCELLATION AFTER SEPTEMBER 30, 2009

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DO NOT COMPLETE: OFFICE INFORMATION ONLY (\$125.00 per 10 x10 space)

Amount Enclosed for Entry Fee \_\_\_\_\_ Check# \_\_\_\_\_

Tables- 2 for \$25.00

Date Received: \_\_\_\_\_