



## FUND RAISER FOR CHKD

Hello,

My name is Tammy Olenki, Project Chairman for the annual Cypress Point Circle Holiday Bazaar. The event will be held **Sunday, November 7, 2010, 10:00am – 4:00pm** at Quality Suites & Sleep Inn at Lake Wright on Northampton Blvd. This will be our 7<sup>th</sup> year of hosting the Bazaar. This event is sponsored 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.

**Our Holiday Bazaar has been reorganized this year and while I am the overall project chair, we have a Vendor Chair, Nancy Cruz. Nancy will be handling the vendor applications and processing them. Nancy is the vendor point of contact and all applications and questions should be directed to her. Her e-mail address and telephone number appear in this letter and on the application. E-mail is the preferred method of contact.**

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 approximate 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 7, 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.**

**For the first time this year, we are offering our vendors an opportunity to advertise their business in our Bazaar Program. See Vendor Application form for details.**

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 1000 people who attend the venue 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, church bulletins and on The King's Daughters Facebook. Again, please help us by advertising wherever you can or **forward Nancy Cruz your advertising suggestions.** As you know, it is all about the advertising that gets the shoppers out.

**Please call or e-mail Nancy Cruz of your interest to participate and she will forward you her mailing address to mail your application Please send a picture of your booth display and or craft items attached to your application.**

**All applications will be reviewed and you will be contacted to send payment once your application has been approved. We strive to have a variety of products so that you will have a profitable show.**

TX TAMMY OLENSKI, Project Chair and **NANCY CRUZ, Vendor Chair, E-mail address: [cruznlly@cps.k12.va.us](mailto:cruznlly@cps.k12.va.us), Home Telephone: 757-486-3675.**



# CHKD Holiday Bazaar

Sunday, November 7, 2010, 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, **approximate** 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 **approximate** 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 what it is. Must have a minimum value of \$25.00.

\_\_\_\_\_

Additional Comments: (indicate how many people working your booth; how many chairs required at your booth) \_\_\_\_\_

**OPPORTUNITY TO ADVERTISE IN OUR FIRST ANNUAL PROGRAM**

This year we are offering our vendors an opportunity to advertise their business in our Bazaar Program. The Program will contain pertinent & handy information for all and we encourage our vendors that advertise, to offer a coupon discount that could potentially be redeemed during the next year, providing ongoing business.

**Availability:**

1/4, 1/2, Full Page, Inside Front Cover, Inside Back Cover

Rates & placement information will be available shortly. Please indicate your interest in the box below to reserve space. **Katherine Flores, Program Chair, will be in contact with you.** Questions regarding the brochure should be addressed to Katherine Flores, e-mail: [gilandkathflores@cox.net](mailto:gilandkathflores@cox.net), telephone: 757-321-0829.

**I am very interested:** \_\_\_\_\_

**Ad Size:** \_\_\_\_\_

**I am not interested:** \_\_\_\_\_

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

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

Tables- 2 for \$25.00 \_\_\_\_\_

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

**For more information feel free to call The King's Daughters' office at 757-668-7098 or Nancy Cruz at 757-486-3675, Vendor Chairman**

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 30 SEPT 10**