

# North Suffolk Circle of The King's Daughters

## 2<sup>nd</sup> Annual Spring Bazaar - 2019

### Guidelines

Event Date and Time: Saturday, April 6, 2019 9:00am - 3:00pm

(FREE ADMISSION)

Location: Bethlehem Christian Church, 1549 Holland Rd, Suffolk, VA 23434

- Inside Building - 6 x 12 feet each space is \$50.00  
(If you need more than 8 feet, you must purchase 2 spaces)
- Outside spaces – Limited spots – Rain or shine (**Vendors provide their own Tents**) = \$30.00  
Due to limited spaces if you are interested in an outside spots, please call us to reserve.

### (Vendors can bring their own table and chairs)

- Tables can be rented / set up for \$5.00 each
- 2 chairs rented / set up for \$5.00 pair

All applications with fees, will be processed in the order in which they are received. E-mails and Facebook posts will NOT hold a space. You WILL receive a confirmation e-mail once your application & fee are received. We have a limited amount of spaces, therefore, it is first come first serve bases. If we receive your application after our spaces are filled, you will be notified and your check will be shredded, please note we do not return checks. Please e-mail questions to Kelly Buley at [kbuley28@hotmail.com](mailto:kbuley28@hotmail.com) or Pam Hare at [pphare@hotmail.com](mailto:pphare@hotmail.com)

Set Up Vendors/Crafters can plan to arrive at 7:00am for set up on Saturday, April 6<sup>th</sup>, 2019. You will be asked to move your car after unloading. Please DO NOT ARRIVE earlier than this as you WILL NOT be allowed into the building. Each Vendor/Crafter shall check in when arriving to receive table assignment and information as all tables are pre-assigned. Set up starts at 7am you are expected to set up and ready by 9:00AM. NO LATE ARRIVALS!

Each participant is expected to stay until 3:00pm (no early departures). You will then have until 5:00pm to pack up. North Suffolk Circle and Bethlehem Christian Church will not be held responsible for loss, theft, or damaged items. We are happy to provide a stand-in if you need to step away for a moment.

Vendors must keep your own cash. It is your responsibility to collect and remit any applicable taxes.

Donations for CHKD table: Each crafter/vendor is asked to donate a product for our table with all proceeds going directly to CHKD. We encourage the donation but is not mandatory. Remember 100% of the money goes back The King's Daughters Hospital, Norfolk, VA.

Make checks payable to: **North Suffolk Circle**. No refunds will be given. It will be considered a donation to CHKD.

Mail completed application with check or money order (NO CASH) to:  
**Kelly Buley 476 Milford Lane, Suffolk, VA 23434**

Please e-mail questions to: Kelly Buley at [kbuley28@hotmail.com](mailto:kbuley28@hotmail.com) (757) 802-1136  
or Pam Hare [pphare@hotmail.com](mailto:pphare@hotmail.com) (757)-636-5111

Thank you in advance for your support.

# Application

Name \_\_\_\_\_

Business Name \_\_\_\_\_ Circle: direct sales or crafter

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of product(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of products (check all that apply):

Fine Art       Handmade       Food       Crafts       Clothing

Wood Works       Holiday       Jewelry       Other \_\_\_\_\_

Special Accommodations: \_\_\_\_\_

\_\_\_\_\_

Fees included:

Space rental

\$50.00 Inside \_\_\_\_\_

\$30.00 Outside (Rain or shine) \_\_\_\_\_

Number of spaces \_\_\_\_\_

Number Tables (\$5.00) \_\_\_\_\_

Number of Chairs (\$5.00 for 2) \_\_\_\_\_

Total \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_