

North Suffolk Circle of The King's Daughters

3rd Annual Spring Bazaar - 2020

Guidelines

Event Date and Time: Saturday, March 28th, 2020 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 spot, 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 or Pam Hare at pphare@hotmail.com

Set Up Vendors/Crafters can plan to arrive at 7:00am for set up on Saturday, March 28, 2020. 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 (757) 802-1136
or Pam Hare 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 _____



North Suffolk Circle

3rd Annual Spring Bazaar

Sponsorship Pledge Form

Thank you again for agreeing to be a part of *3rd Annual Spring Bazaar*, a project of North Suffolk Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters (CHKD) Mental Health Program. Through your generosity we are fortunate enough to have a world-class medical facility dedicated to superior pediatric care in Hampton Roads.

PAYMENT INFORMATION

- Enclosed you will find my check in the amount of **\$50.00**
- Make check payable to: North Suffolk Circle
 - Mail check to Kelly Buley, 476 Milford Lane Suffolk, VA 23434 at your earliest convenience.
 - Kelly can be reached at kbuley28@hotmail.com

I will pay the Credit Card handling fee of 3.5% = **\$1.76**

I will pay by credit card: (circle one) VISA MasterCard Amex

Credit card #: _____ CVV: _____ EXP. _____

Billing Address: _____

City: _____ State _____ Zip _____

Office (757) 668-7098, Fax to: (757) 668-8907
Or mail to: The King's Daughters Office, ATTN: North Suffolk Circle
601 Children's Lane, 2nd floor * Norfolk, VA 23507

A project of the North Suffolk Circle of The King's Daughters <https://www.kingsdaughters.org/circle/north-suffolk/>

