

LITTLE FLOWER SCHOOL HOLIDAY CRAFT BAZAAR

900 Stevenson Drive
Springfield, IL 62703
(217) 529-4511

November 10, 2008

RE: **The 27th Annual Little Flower Holiday Craft Bazaar**

Dear Fine Craft Artisan:

Thank you for your interest in the Little Flower Holiday Craft Bazaar. Following our very successful 25th Anniversary year, we are already busy making plans keep it growing bigger & better than ever! This coming year's Bazaar is scheduled for **November 14th & 15th, 2009**; and of course, we wish to invite you to share in our success and be a part of it too. Here are a few basics you need to know.

In general, our exhibition spaces are approximately ten feet square and include 2 folding chairs. Eight foot folding tables are available for rent if desired, a maximum of 2 per space. You may also rent an additional adjacent space, if available. Please note that all products displayed for sale are required to be **"Hand Made"**, and we do not allow those manufactured look-a-likes available through many mail order catalogs. Additionally, we do not allow any food products intended for human consumption.

It is our policy is to reserve all spaces for each vendor wishing to return from the past year until the 1st day of August prior. Although the majority generally renew, we always expect to have some spaces available for new vendors. Therefore we've enclosed an application/contract for your submission. When making application, please return two copies of the contract, thoroughly describing your **"Hand Made"** craft(s) thereon, along with a refundable check post dated to August of 2009 payable to the Little Flower PTC for the minimum fee of \$80. Late next August or early September, we will review your application and contact you about possible placement once we have determined our space availability, prior to accepting any formal payment.

Typically the only spaces we have to offer new vendors are located in the School Cafeteria which is accessed by a sizable flight of stairs. If you have trouble climbing stairs, please be aware that we do not provide loading and unloading assistance, so you will need to make what ever special arrangements you deem necessary for set up assistance, should you decide to participate in our bazaar. We then are able to give priority consideration to vendor requests to relocate to more desirable spaces in subsequent years based upon availability and the vendor's tenure with us.

We are looking forward excitedly to this next year's Bazaar and hope to welcome you to share in all the fun with us as well!

Sincerely,

Julie

Julie Antonacci
Craft Bazaar Chairman
(217) 529-0001
crafts@little-flower.org

Enclosure

LITTLE FLOWER PARENT TEACHER CLUB
27th ANNUAL HOLIDAY CRAFT BAZAAR
SPACE RENTAL APPLICATION & AGREEMENT

THIS AGREEMENT by and between the Little Flower Parent Teacher Club, of 900 Stevenson Drive, Springfield, Illinois 62703, hereinafter referred to as PTC; and

Name: _____

home phone: _____

Address: _____

cell/work phone: _____

City, St, Zip: _____

e-mail address: _____

hereinafter referred to as Vendor;

The PTC hereby agrees to lease the following booth space(s),

(TO BE COMPLETED BY PTC ONLY)

Space(s) # _____ located in the Parish Center (Gymnasium) School Cafeteria (Downstairs) Quonset Hut

each *approximately* ten feet square in size, for the Little Flower School Annual Holiday Craft Bazaar to be held:

SATURDAY, NOVEMBER 14, 2008 & SUNDAY, NOVEMBER 15, 2008,

to Vendor for the sole purpose of exhibiting for retail sale **ONLY HAND MADE CRAFTS**. Vendor is to lease and occupy space for themselves accepting responsibility individually, unless it is a charitable organization that will sell and accept money as a charitable organization. Vendor is expressly prohibited from subleasing rented space(s). Vendor agrees to and must exhibit both complete days of the Holiday Craft Bazaar as scheduled. Vendor is prohibited from selling any type of food intended for human consumption or manufactured craft / non-craft items during the Bazaar. All crafts or products offered for sale to the public must be "Hand Made" by Vendor or an individual personally known to Vendor in order to be verifiably "Hand Made", and Vendor accepts full responsibility for ensuring that all crafts or products offered at the LFS Annual Craft Bazaar by Vendor meet all LFS Craft Bazaar requirements. PTC reserves the right to reject any craft or product offered by Vendor for sale to the public if in their opinion they do not meet the spirit of the "Hand Made" requirement, and further PTC may at their discretion revoke Vendor's rental rights removing them from the premises and retaining all rental fees paid as compensation for damages. The PTC shall make the final decision on accepting a Vendor's Contract and determining if craft or product is appropriate for the Craft Bazaar. You will be formally notified of Contract acceptance by mail. Please provide a brief description of all "Hand Made" crafts to be sold: *(Use reverse side or separate page if needed)*

Vendor may check-in and set up the prior Friday evening, from 6:00 p.m. to 8:00 p.m. **For safety & security purposes, Vendors are NOT allowed on school or church grounds prior to 5:30P.M., Friday evening as school children are still present until that time. Any Vendors found on grounds early may at PTC discretion have all rental rights revoked and all fees paid retained as damages.** Vendor shall be allowed access to the buildings at 8:00 a.m. Saturday and Sunday mornings. The doors will open to the public **Saturday from 10:00 a.m. to 6:00 p.m. and Sunday from 9:00 a.m. to 4:00 p.m.**

Vendor will be issued at check-in a parking permit to be visibly displayed inside the windshield, of any vehicle to be parked on school grounds. *Vendor shall park any vehicle during Public hours on the far south side of the parking lot away from the buildings or as directed by school staff.* It is only requested, but we ask that Vendors park no more than one vehicle per booth on the grounds Saturday to allow maximum parking for customers. Parking requirements apply to any additional booth staff as well. Eighty five exhibitors parking extra vehicles take that many spaces away from buying customers. Failure to comply with these rules may result in non-renewal of Vendor's contract.

For your convenience, 8' folding tables (minimum two per 10'x10' space) are available for rent at a **\$15 fee each**; please indicate your needs: I need _____ tables at \$15 each, I do not need any tables.

PTC will provide Vendors with electricity if requested within 20 feet of rented space; Vendor shall supply their own extension cords as needed. **Will electricity be needed by Vendor?** Yes No

The Little Flower School and Parent Teacher Club will not be held responsible for the safety of or any personal injury to Vendor occurring on Parish property; nor shall it be liable for the property of the Vendor's in the event of theft, damage by fire, acts of God, or other such occurrences. The Little Flower Parent Teacher Club reserves the right to change Bazaar dates and times in the event of unforeseen scheduling conflicts, and or cancel Vendor's space reservation in the event of building demolition eliminating space availability; in either event Vendor shall be entitled to a complete refund if desired. Vendor agrees to hold the Little Flower Parish, School, and PTC harmless from any and all loss or damage arising on account of this Contract or the use of the Little Flower Parish Complex.

Previous Vendors must properly execute and submit this Agreement in **DUPLICATE (2 COPIES PLEASE)** to PTC with full payment prior to the 1st day of August immediately preceding the scheduled Bazaar dates to reserve same space from previous year. Upon acceptance by PTC, an executed copy will be returned to Vendor by mail as confirmation. Un-leased exhibition spaces existing as of August 1st will be offered to new applicants on the waiting list. No refunds will be granted for cancellations occurring after the 30th day of September immediately preceding the scheduled Bazaar dates.

Said parties hereunto set there hands and seals this _____ day of _____, 200__:

Vendor's Signature

PTC hereby acknowledges receipt of fees totaling \$_____ as complete payment for rental rights specified herein.

Vendor's Signature

PTC Officer / Craft Bazaar Chairman

LEASE RATE CALCULATIONS:

Rate per each approximate 10' x 10' space -

- Parish Center **\$90.00**
- Quonset Hut **\$85.00**
- School Cafeteria **\$80.00**

Calculations:

number spaces ____ X rate = _____
 _____ tables X **\$15 fee** = _____
 replacement contract fee = _____
TOTAL DUE = _____

Each 8' Table (max. 2 per space) **\$15.00**

Replacement Contract \$ 5.00 (Only if it is required to be mailed out to you!)

*The Little Flower School, Annual Holiday Craft Bazaar is sponsored by and for the benefit of the LFS Parent Teacher Club. All rental checks should be made payable directly to the **Little Flower PTC.***

Comments and/or special requests: _____

Return Application/Contract in **DUPLICATE (2 COPIES PLEASE!)** with fees to:

**Little Flower Craft Bazaar
 c/o Julie Antonacci
 23 Rainbow Road
 Springfield, IL 62712**

**Julie @ home: (217) 529-0001
 School Office: (217) 529-4511
 e-mail: crafts@little-flower.org
<http://www.little-flower.org/crafts.cfm>**