

# HOLIDAY BAZAAR VENDOR APPLICATION

## 2024 Vendor Rules

### What, When, Where

The Holiday Bazaar is a local craft market organized by the Adair County Extension Homemakers. Money generated from the Bazaar supports scholarships and educational programs of the Homemakers. The Bazaar will take place on Saturday, November 23rd from 10:00 am to 4:00 pm CST at the Adair County Extension Office.

### Register

Registration for the Bazaar is due by November 18th at 4:30 pm CST. To register, return this signed vendor sheet to the Extension Office. The office is located at 409 Fairground Street, Columbia KY 42728. Anyone may be a Bazaar vendor, including non-homemaker members. Cost is explained more in the next section. Registered participants will be notified of any changes.

### Cost

This year there are two cost options for vendors to setup at the Bazaar.

- Option #1 Join Homemakers - To join Homemakers costs \$12 and you receive the full benefits of homemaker membership. Then additionally, to setup at the Bazaar will cost \$15. This is a total cost of \$27, \$12 membership + \$15 setup fee = \$27 total. Already paid 2024 members do not need to rejoin.
- Option #2 Setup as a Non-Member - Setup at the Bazaar for \$30 without joining homemakers.
- Additional tables will cost \$15 per table. Please notify the office at the time of payment if you would like extra tables.

### Types of Vendors

The bazaar is intended for vendors who are profit seeking. However, non-profit vendors will be allowed on a case by case basis. Please speak to Dylan Gentry or Donna Jones for more information.

### Items Not Allowed

The Bazaar is limited to handmade/locally sourced items only. Re-sell items are not allowed. The bazaar is a family friendly event. Yard sale items, junk, obscene material, illegal items, etc are not allowed.

### Setup

Setup for the Bazaar will begin at 4:00 pm on Friday, November 22nd and conclude at 6:30 pm. Setup will then resume the day of the Holiday Bazaar beginning at 8:00 am on November 23rd and conclude at 10:00 am.

Vendors will be supplied a table and two chairs, the measurements of the rectangular table is 72x30 inches. Vendors may purchase an additional table for \$15 per table. Vendors are asked not to setup their booths in a way that will block other vendors, walkways, or exits.

### Electricity

Electricity for vendors will be very scarce, but a limited number of outlets will be available based on table assignments. Accessories powered by batteries are the safest bets. Unsafe use of electricity, such as plugging multiple extension cords into one, overloading the outlet, frayed or exposed electrical wires, and tripping hazards are not allowed.

### Wifi

Wifi is available for vendors. However, there are no assurances that wifi is secure. Caution should be exercised when executing credit card payments.

### Takedown

You may begin packing up your table at 4:00 pm on Bazaar day. If the crowd begins to dwindle at an earlier time, you may pack up earlier.

### Door Prizes

Vendors are no longer required to provide door prizes. Instead, the Homemakers will sponsor 10, \$5 gift cards to be used exclusively at the Bazaar. Customers can redeem these gift cards at the coffee bar or participating vendor booths. Vendors can then turn in the gift cards to the Homemakers for reimbursement. These gift cards will be given away throughout the day and are valid only at the Bazaar.

**First & Last Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**I agree to follow the vendor rules:**

**Signature** \_\_\_\_\_

