



HOLIDAY BAZAAR VENDOR APPLICATION

2023 Vendor Rules

What, When, Where

The holiday bazaar is a local craft market organized by the Adair County Homemakers. Money generated from the bazaar supports scholarships and educational programs of the homemakers. The bazaar will take place on Saturday, November 18th from 8AM to 2PM CST. The Bazaar will take place at the extension office.

Register

Registration for the Bazaar is due by Wednesday, November 15th 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. While anyone may be a vendor, homemaker membership is required in addition to the vendor fee. Cost is explained more in the next section. Registered participants will be notified of any changes.

Cost

The cost to setup at the Bazaar comprises two components. The first component is to be a paid homemaker member. Membership costs \$12 and must be paid when you turn in this form if it has not been done already. If the vendor has paid for homemaker membership already this year this cost is already covered. Homemaker membership is non-refundable.

The second component consists of a non-refundable \$15 vendor fee, due per vendor. The \$15 fee is due when you turn in this form. You can pay for the homemaker membership and vendor fee simultaneously. Total cost for both membership and vendor fee is \$27 dollars.

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 Sharon Harris for more information.

Items Not Allowed

The bazaar is limited to handmade/locally sourced items only. Resell 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 3:00 PM on Friday, November 17th and conclude at 6:00 PM. Setup will then resume the day of the Holiday Bazaar beginning at 6:45 AM on November 18th and conclude at 8:00 AM.

Vendors will be supplied a table and two chairs, the measurements of the rectangular table are 72x30 inches. Vendors may have access to two tables, this determination will be made the day of the bazaar based on space and availability.

Electricity

Electricity for vendors will be very scarce, but a limited number of outlets will be available on a first come first serve basis. It is recommend that participants arrive early to setup to grab the spots closest to outlets. Accessories powered by batteries are the safest bets. Unsafe use of electricity, such as plugging in multiple extension cords into one, overloading 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 2 PM on Bazaar day. If the crowd begins to dwindle at an earlier time, you may pack up earlier.

Door Prizes

The homemakers will give out door prizes to guests that attend. Vendors are asked to provide a door prize of approximately \$15 in value. Make sure to add a tag so the recipient can thank you for your donation.

First & Last Name: _____

Phone Number: _____

I agree to follow the competition rules:

Signature

