

FORT LEAVENWORTH SPOUSES' CLUB
2008 HOLIDAY BAZAAR
APPLICATION AND CONTRACT

Saturday, November 1st
9 a.m. to 5 p.m.

Sunday, November 2nd
10 a.m. to 4 p.m.

NAME _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (_____) _____ email address _____

TYPE OF CRAFT OR GOODS TO BE SOLD

NUMBER OF BOOTH SPACES: Standard Corner (annotated by a circle)
Booth measures 10' x 8' Limit 2 spaces per application (two corners are not allowed).
Standard booth space \$100.00
Corner booth space \$125.00 (please remit 2 separate checks - one for \$100 and one for \$25)
Outdoor booth space \$50.00

Checks are to be made out to Ft Leavenworth Spouses' Club or FLSC

CHAIRS
Up to 2 Chairs per booth space will be provided at no cost, if requested by the applicant.

NUMBER OF TABLES:
Tables are either 6' x 3' or 8' x 3' at the discretion of the FLSC. Rental fee is \$15.00 per table.
Payment is to be included with application.

WATTAGE REQUIRED: watts (*do not use volts to specify wattage.*) Electricity limited to wall spaces
BE SPECIFIC!!!! Limit 2 plugs per booth space. See paragraph 6 of vendor letter.

DESCRIPTION OF ELECTRICAL ITEMS: (i.e. small string of 50 Christmas lights or 4 swing arm lamps).

WILL PROVIDE A DOOR PRIZE DONATION: YES NO
FORT LEAVENWORTH SPOUSES' CLUB MAY RELEASE MY NAME, ADDRESS AND PHONE NUMBER TO OTHER BAZAAR ORGANIZERS: YES NO

LOCATION PREFERENCE: 1st Choice _____ 2nd Choice _____ 3rd Choice _____
Use space number from enclosed floor-plan diagram.
Availability is based on the order in which applications are received - first come first served!

Participant(s) agree(s) to operate his/her booth for the duration of the bazaar in accordance with the dates and times stated on this application. Participant(s) agree(s) to sell their items from their designated booth space only. FLSC reserves the right to dismiss from the bazaar any vendor found selling from other than their designated booth and/or exclude them from future events. Participant(s) agree(s) not to hold the FLSC, the FLSC Special Event Chairman, Harney Gymnasium, and/or Fort Leavenworth liable for any loss, theft, injury, or damage occurring during the bazaar. Contract acceptance is subject to approval by the FLSC selection committee, space availability, and contract approval by the Staff Judge Advocate. **Applications postmarked after Sept 1st 2008 or submitted without the necessary vendor signature(s), applicable fees, and photos of the items to be sold, will not be considered by the FLSC . Booth and/or table fees will not be refunded to vendors who are accepted to participate but subsequently withdraw from the bazaar after 05 October 2008.**

Return completed applications to: FLSC Special Events Chairman, P.O. Box 3004, Fort Leavenworth, Kansas 66027. **Contract is not valid without vendor(s)/helper(s) signature(s).**

Vendor Signature

FLSC Special Event Chairman

Vendor/helper Signature

Vendor/helper Signature

Vendor/helper Signature

******* IMPORTANT *******

Before you mail your application - have you...

_____ Indicated the location and number of booths desired?

_____ Indicated the number of tables and / or chairs desired?

_____ Identified any electrical requirements to include the wattage of the items to be used?

_____ Enclosed 3 - 5 photos of your items?

_____ Enclosed a self-addressed, stamped envelope?

_____ Enclosed all applicable fees – checks made out to Ft Leavenworth Spouses' Club or FLSC
(two checks for a corner booth i.e. a corner booth with 1 table = one check for \$115 and one for \$25)

_____ Signed the application, including all your vendors/helpers?