

**Fort Leavenworth Spouses' Club  
Annual Holiday Bazaar**

**Saturday, November 1st, 2008 9:00 to 5:00  
Sunday, November 2nd, 2008 10:00 to 4:00**

We would like to invite you to join us for the 30<sup>th</sup> Annual FLSC Holiday Bazaar. This bazaar is a fundraiser for the Fort Leavenworth Spouse's Club, a non-profit volunteer organization that distributes all profits to deserving organizations, both local and national, through our Community Assistance program. Ongoing improvements at both gates on this Military installation will ensure that this year's vendors and general public can quickly get onto the post to enjoy the 2008 Holiday Bazaar.

**Information sheet**

In order to maintain the high quality of this bazaar, we know you will understand and cooperate fully with the following requirements. **PLEASE READ THIS INFORMATION SHEET CAREFULLY** and contact us if you have additional questions concerning the Bazaar. The FLSC continues to work hard to build upon its rich tradition of fundraising success and produce an event that everyone associated with it will be proud of.

In addition to handcrafted items, we will also offer booth spaces to a variety of vendors this year. Please send 3-5 photos (no samples please) of your product or booth presentations along with a description and a sample price list of the items you wish to sell.

**BOOTH SPACES ARE 10'x 8'** each, and vendors are limited to a maximum of two spaces (only one of which can be a corner space). Rental for a standard booth space is **\$100.00**, with an additional \$25.00 charge for a corner space. Tables are available for an additional rental fee of \$15.00 each. Two chairs per booth will be provided at no charge, if requested. Please indicate on your application the number of tables and/or chairs desired and include the appropriate rental fees with your payment. You must provide your own backdrops to display your wares and equipment to load and unload. This year we are providing the option of a limited number of outdoor tables suitable for outdoor-type items (outdoor decorations, gardening items, etc.). Fee for outdoor booths will be \$50.00. If you are interested in this type of booth, please contact us for more information before completing the application.

**A LAYOUT FOR YOUR BOOTH PREFERENCES** in each wing of the gymnasium is enclosed. If you are a returning vendor, you will notice a major change in the west wing of the gymnasium. The Fort Leavenworth gymnastics program has been relocated to this area and a portion of that space will be unavailable for vendor usage. We will make every effort to accommodate the same number of vendors as in past years by reallocating space where possible. Please indicate your 1st, 2nd and 3rd choice on the contract by using the corresponding number from the layout. **Booth assignments will be based on the order in which applications are received, availability, type of item(s), and electrical requirements.** Personal preferences will be taken into consideration, however, the overall arrangement of the entire bazaar is our highest concern and the decisions of the FLSC are final.

**DEADLINE FOR APPLICATION SEPTEMBER 1<sup>ST</sup> 2008**

[specialevents@flsc.biz](mailto:specialevents@flsc.biz)

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**ELECTRICAL POWER** is limited in the facility housing the bazaar and **can only be accommodated on the outer walls of the gymnasium** . Please only request electricity if it is essential to selling your craft. Include the **wattage** (not voltage) required and a brief description of the item(s) requiring electricity. Remember, only 2 outlets per space. Due to these limitations, electric cash registers, fans or outside music are not permitted in the facility. **Without wattage information**, you will not be wired for electricity, even if you request it. Please make your booth choices according to your electrical needs.

**DOOR PRIZES** will be awarded to our patrons and volunteers as we have done in previous years. We greatly appreciate any donations toward the door prizes as they add significantly to the success of the bazaar. Donating a prize is not a prerequisite for participating in the bazaar.

**INTERESTED?** Return the application along with a stamped, self-addressed envelope to the address above not later than September 1<sup>st</sup>, 2008. To be considered, your signed application, all required fees, and 3 - 5 photographs of your items must be included. Any samples sent with your application will be considered as door prize donations and will be used as such by the FLSC. If requesting a corner space, please include two separate checks: one (1) for the standard booth rental of \$100.00 (plus any applicable table rental), and one (1) for \$25.00. If a corner space is not available, your check for \$25.00 will be returned. If you wish to share adjacent booth space with other vendors, please include all names, addresses, telephone numbers, and **signatures** on one application.

**YOU WILL RECEIVE NOTIFICATION BY September 21<sup>st</sup>, 2008.** If accepted, you will receive a signed contract from the FLSC at that time. If we are unable to accept your application, your fees and photographs can either be returned, or you have the option of being placed on an "alternate list." Vendors from the alternate list will be moved onto the primary list if a selected vendor cancels or withdraws their application to participate in the bazaar.

**QUESTIONS?** For the most up to date information concerning the bazaar please visit our website at <http://www.flsc.biz>. For any other questions please feel free to email us through the website by clicking on "Special Events", or call the FLSC at (913) 651-9454. We look forward to seeing you at this year's bazaar!

Sincerely,

Amanda Bender  
FLSC Special Events Chair

Enclosures  
2008 FLSC Holiday Bazaar Contract Application  
2008 Diagrams of East and West Wings of Harney Gym

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