



## 2016 Swauk Teanaway “A Grange Country Christmas” Bazaar Vendor Information

Please complete the attached application, sign, date, and return by September 1, 2016.

**“A Grange Country Christmas” Bazaar is held on the Second Saturday in November every year at the Swauk Teanaway Grange located at 1361 W. Ballard Hill Road, Cle Elum WA 98922.**

It is A ONE-DAY – “Sit and Sell” bazaar. There is **NO COMMISSION** for this bazaar.

All vendors **MUST** send at least two clear photos of their work with their application. If you are a returning vendor you do not need to send photos unless you have added a new product line this year. Applications shall be mailed to: Swauk Teanaway Grange, P. O. Box 401, Cle Elum, WA 98922 or you may scan and email your application and photos to: [contact@swaukteanawaygrange.com](mailto:contact@swaukteanawaygrange.com).

**Only handcrafts are allowed. NO re-sale, retail, or imports. No baked goods or items that would compete with our bake sale and lunch menu.**

**Booth fees are \$30.00 for an 8-foot by 30-inch table.** Payment of fee is due within two weeks of receipt of notice that you have been selected as a vendor. *Any vendors who do not respond within two weeks will be promptly replaced by others on the waiting list.* **If you are accepted as a vendor, make check or money order payable to Swauk Teanaway Grange and mail to: Swauk Teanaway Grange, P. O. Box 401, Cle Elum, WA 98922**

Electricity is available. Please **check the box on the application if needed.** ***This is VERY important for your booth placement. If you do not indicate yes or no, we will assume you do not need electricity and will place your booth accordingly.***

**Swauk Teanaway Grange will provide one (1) 8ft table and chairs. Vendors must supply all display cases, extension cords, etc.**

Wireless internet connection is available at the Grange for wireless smart phone or tablet sales.

Vendors are solely responsible for the **set up, operation, and tear down** of their own booth and product.

Set up is between 7:00am and 8:45am on the bazaar day, Saturday, November 12, 2016. **Tear down will begin no earlier than 2:30 pm.**

Bazaar will run from 9:00am to 2:30pm. A volunteer staff member will be available for bathroom or lunch breaks.

Bazaar will be advertised with flyers and road signs in the surrounding vicinity, and print ads placed in local area newspapers, press releases, and the internet. Participating vendors will be featured on the Grange website.

Vendors will help advertise by distributing flyers in their local area. Flyers in pdf format will be emailed to each accepted vendor for printing and email distribution.

**Bazaar Hosted By:**

**Swauk Teanaway Grange ~ 1361 W. Ballard Hill Road ~ Cle Elum, WA 98922**

[www.swaukteanawaygrange.com](http://www.swaukteanawaygrange.com)

[contact@swaukteanawaygrange.com](mailto:contact@swaukteanawaygrange.com)

# A Grange Country Christmas Bazaar Vendor Application

**-PRINT CLEARLY-**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_ email: \_\_\_\_\_

Type of crafts to be sold – list **ALL** categories – do not say “Holiday Misc.” \_\_\_\_\_

*Please read the following agreement carefully, sign and date the bottom, and return with at least two photographs of your work to Swauk Teanaway Grange by September 1, 2016. If you are a returning vendor you do not need to send photos unless you have added a new product line this year.*

*You will be notified by September 16, 2016 to let you know if your application is accepted.*

I hereby release the Swauk Teanaway Grange, their volunteers, agents and heirs from any loss due to theft, fire, flood, or any other event including injury, creating loss of earnings, product, merchandise or supply/display merchandise belonging to me. I take full responsibility for all persons in my booth. I understand and agree with these terms and conditions including but not limited to the following:

1. Host is not responsible for lost or misdirected mail.
2. I am responsible for setting up my own booth between 7:30am and 8:45am on Saturday, November 12, 2016.
3. I understand that I must supply all my own set up supplies, extension cord, and displays I may need.
4. An authorized representative or myself will run my booth at all times.
5. I understand that **tear down may not take place any earlier than 2:30 pm** on Saturday, November 12, 2016, unless authorized by Host.
6. I understand that all items must be handcrafted by me, and that any item(s) may be rejected, if deemed unfit or inappropriate for this bazaar, and this determination is at the complete discretion of the Host.
7. I understand there is no promise or guarantee of sales success.
8. I understand that in the event I must withdraw from the bazaar, my **booth fee is non-refundable**.
9. I agree to help advertise the bazaar by distributing flyers to my local area merchants, schools, friends, etc.
10. I agree that photos taken at the bazaar may or may not include me and/or my booth, and may be used for advertising or other purposes with no compensation to me.

Name of ALL vendors to be in booth

**PRINT CLEARLY**

Signature:

_____	_____	date _____
_____	_____	date _____
_____	_____	date _____

**\*Please Circle\*:** YES NO I WILL NEED ACCESS TO ELECTRICITY.

*\*If you do not indicate yes or no, we will assume you do not need electricity and will place your booth accordingly.*

**\*Please Circle\*:** YES NO TABLE TOP DISPLAY EXCEEDS 30 INCHES IN HEIGHT.

Return this completed, signed, dated form and **at least two photographs** of your work by September 1, 2016.

Mail contact: Swauk Teanaway Grange, P. O. Box 401, Cle Elum WA 98922

Phone contact: Joyce Dunbar ~ (509) 968-3606

Email contact: [contact@swaukteanawaygrange.com](mailto:contact@swaukteanawaygrange.com)