



**Fort Hood Spouses' Club**  
**36<sup>th</sup> Annual Holiday Bazaar**  
www.forthoodspousesclub.org

Dear Bazaar Vendor,

We are excited to let you know about changes occurring in our Holiday Bazaar. We have read your surveys and held our own After Action Meeting. We are excited about next year's Bazaar!

First, we want to make sure you all know about the Fort Hood Spouses' Club (FHSC). We are a non-profit organization made up of volunteers. The FHSC is dedicated to serving our community through volunteer service hours, a monthly service project that provides donations to various community programs, high school and spouse scholarships, various Make a Difference Day projects, Senior Sweetheart Bingo, and monetary distributions through the Community Outreach Grant Program. The FHSC raises over \$50,000 annually through its three major fundraisers: Holiday Bazaar, Wild West Night, and Golf Scramble. We are proud to say that 100% of our profits are given back to the community.

Second, let me give you some of the new details of the Bazaar:

**Date:** November 18<sup>th</sup> – 19<sup>th</sup>, 2017

**Location:** Killeen Civic & Conference Center at 3601 S. WS Young Drive, Killeen TX, 76542.

**Santa:** 10am – 3pm Sat and 12noon – 3pm Sun (2 days instead of 1)

**Holiday Café:** will offer cookie decorating for kids. More signage letting customers know their donations will go to our Outreach Grant Program

**Tickets:** \$3+ food donation or \$5. Children under 12 are still free. We will donate the food items to several local food banks. Tickets still good for both days.

**Advertising:** We always get requests for more advertising. We do increase it every year and we plan to continue doing so. We are increasing our signage and plan to be on more business electronic signs. We are also researching craft show websites and social media to reach both vendors and customers. (Please let us know if you know of any great sites).

**Vendors:** Here comes what you really want to read about:

<b>Booth Prices:</b>	<b>now – Oct 15</b>	<b>Oct 16 to Nov 18<sup>th</sup></b>
10 x 10 Ballroom*	\$158 CC /\$150 cash or money order	\$195 CC/ \$185 cash or money order
8 x 8 Rotunda	\$105 CC/ \$100 cash or money order	\$131 CC/ \$125 cash or money order

\*Some booths along the Ballroom wall may not be 10 x 10 but still 100sq ft.

There will also be vendor spaces in the hallway, size will vary depending on location.

You will receive one table and one chair free (please request on the application so we can have it in place for you before you arrive to set up). Additional tables are \$10 each, chairs \$5 each

Electricity is \$25

FHSC Members receive a \$10 discount on booth prices.

Only Cash, CC or Money Order Payments accepted after Oct 15<sup>th</sup>, 2017

We have created a Vendor Liaison Chair. They will come around, check on you, see if you need anything (bathroom break, water/coffee, etc), answer any questions/concerns you may have.

Our 2017 Holiday Bazaar Committee has already been formed! We are starting to recruit vendors already. Our goal is 150 vendors. The main ballroom will still have the 10 x 10 booths. A few booths along the wall in the ballroom are a different size but approximately the same in overall square footage. The 8 x 8 booths will be in the Rotunda room. There will also be vendor spaces in the hallways all around the ballroom.

**If you have already prepaid for your booth in full for \$185, we will refund you the difference.**

Please complete the enclosed application and return with check or money order. We are also offering credit card payments, if interested please email us. Attached you will find the necessary information.

If you have any questions, please check our website – [www.forthoodspousesclub.org](http://www.forthoodspousesclub.org) or contact the Holiday Bazaar Vendor Chairperson at [FH.Holiday.Bazaar@gmail.com](mailto:FH.Holiday.Bazaar@gmail.com)

### INFORMATION SHEET

PLEASE READ THIS INFORMATION SHEET CAREFULLY and do not hesitate to contact us if you have additional questions concerning the Bazaar. In order to maintain the high quality of the BAZAAR that our vendors and customers have come to expect, the FHSC will review all applicants in a timely manner and notify applicants in writing of their acceptance. This is a juried show and preference will be given to vendors with unique, quality items. Our intention is to have a well-balanced show with great variety that will allow our vendors to maximize their sales possibilities - it is important to the FHSC that we are both successful! The FHSC reserves the right to include multiple vendors of the same type.

THE FHSC RESERVES THE RIGHT TO ACCEPT OR DENY ANY VENDOR AT THEIR DISCRETION. ITEMS THAT MAY BE ACCEPTED include art, handmade crafts, antiques, specialty clothing items, jewelry, wrought iron works, furniture, collectibles, unique items, and all military-related items. All vendors with any type of food items must be able to provide a copy of their Health Department permit if requested.

ITEMS THAT MAY NOT BE ACCEPTED are used household items, except to the extent that they are antique, collectible, or nostalgic. NO FLEA MARKET ITEMS WILL BE ALLOWED. Vendors that only disperse prizes in order to get names and phone numbers of prospective clients will not be accepted.

### **DEADLINES FOR THIS APPLICATION**

**In order to retain your same booth space: FEB 1, 2017**

**Applications are accepted until all booth spaces are filled.**

**Deadline to cancel and still get your refund: October 31<sup>st</sup>, 2017**

### **Set-Up:**

Nov 17<sup>th</sup>, Friday: **12:00PM - 6:00PM**

Nov 18<sup>th</sup>, Saturday: Setup will be allowed from **7:00 AM-8: 30 AM ONLY**. Vendors will **NOT** be allowed to unload in the front-loading area and will be asked to move their vehicles. **This practice interferes with the Outdoor Food Vendor setup and will be strictly enforced.**

### **Show:**

Nov 18th SAT: Doors Open 9:00AM - 5:00PM

Nov 19th SUN: Doors Open 12:00 noon - 5:00 PM

You must remain set up and open during all hours of the show.  
THERE WILL BE NO EARLY BREAKDOWNS.

**ALL** vendors are responsible for bringing in, taking out, and attending your booth without any assistance from the FHSC.  
We do not provide dollies, carts, or extra workers.

**Deadline for refunds: October 31<sup>st</sup>, 2017**

All vendors agree to allow FHSC to advertise vendor's information including company name, location, website, product, and use owner's names. This information is used exclusively for advertising purposes and may be used in print, radio, social media and TV media. Any vendor that wishes any part of their information NOT to be used for advertising must do so in writing and include it with the application.

We are all looking forward to a fantastic event, we wish you much success!

Holiday Bazaar Chairperson - [FH.Holiday.Bazaar@gmail.com](mailto:FH.Holiday.Bazaar@gmail.com)

Mail all correspondence to:

**Fort Hood Spouses' Club**  
**PO Box 5982**  
**Fort Hood, TX 76544**

**Vendor: Please fill in the following...**

The following information will be used in advertising for this event

Company Name \_\_\_\_\_  
 Point of contact \_\_\_\_\_ FHSC Member Yes or No  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail address \_\_\_\_\_

Preferred phone numbers

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Description of items, please provide pictures also. Please specify if you will be bringing a tent with your display.

\_\_\_\_\_  
 \_\_\_\_\_

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Electricity is \$25

FHSC Members receive a \$10 discount on booth prices.

You will receive an email to confirm availability of space, your vendor number, and acceptance into this Bazaar. You will not be informed of where your booth space will specifically be. **Please bring a copy of this email, with your vendor number, to the Holiday Bazaar.**

Booth: 10 x 10 \_\_\_\_\_ .00     **OR**     8 x 8 \_\_\_\_\_ .00  
 Tables: Yes or No     Additional \_\_\_\_\_ .00  
 Chairs: Yes or No     Additional \_\_\_\_\_ .00  
 Electricity: \_\_\_\_\_ .00  
**Total:**     \_\_\_\_\_ .00

Personal Checks, cashier’s checks, and money orders can be made payable to **FHSC**. (All NSF Checks will be charged a \$25.00 non-refundable return check fee.) Only Cash, CC or Money Order Payments accepted after Oct 15<sup>th</sup>, 2017.

Email: [fh.holiday.bazaar@gmail.com](mailto:fh.holiday.bazaar@gmail.com) to make arrangements to pay by Credit Card

**Exhibition Space Agreement:**

Lessor hereby leases to exhibitor booth space for the exhibition identified in the application submitted by exhibitor subject to the terms of that application, the following terms and conditions, all information sheets issued within a reasonable time before the show, and all city, country, state, and federal laws, which although they may not be referred to herein, are specifically, made a part of this agreement.

I understand that Fort Hood Spouses’ Club will refund booth fees on cancellations only until **October 31<sup>st</sup>, 2017**. Cancellation is subject to a \$25.00 penalty fee. In signing below, I agree to follow the rules of the Killeen Convention Center and the FHSC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be filled in by Vendor Chairman**

Booth Assignment \_\_\_\_\_ Electricity \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Total Paid \_\_\_\_\_ Cash Check # \_\_\_\_\_

CC \_\_\_\_\_ EXP \_\_\_\_\_ SVC \_\_\_\_\_