

September 6, 2023

Dear Crafters,

Applications may now be submitted for participation in the 57<sup>th</sup> annual Elbert Christmas Bazaar to be held Saturday, November 11, 2023 from 9:00 a.m. to 4:00 p.m.

Please read this letter carefully, complete the entry form and submit payment in full. No tables will be held unless the space is paid for at the time the form is submitted. Spaces are filled first come, first served based on the date when your application is received. If space is not available, your fee will be refunded and you may request to be put on a waiting list. Applications need to be returned by October 21, 2023.

You will be assigned to either the Russell Gates Mercantile Building or the Elbert School depending on your request and space available at the time your application and payment is received. We will try to let you know by email or phone as soon as we can that your space is confirmed. Please call or e-mail Margie if you have questions at 303-618-4917 or ashurama@hotmail.com.

Crafters in the Russell Gates building may sell only handcrafted items. Anyone selling commercial items or a combination of handcrafted and commercial items, should request space at the school. All crafters in both locations are required to keep their booth open until 4:00 p.m.

Anyone using racks or small tables in place of or in addition to a table will be confined to the same area as they would be if using a table. You may purchase extra space for a rack behind or beside your table(s), if space is available. We are more limited on space at the Russell Gates building for racks than at the school. The cost of this space is \$5 per foot of floor space. It is very important to list the number and dimensions of racks you wish to use when submitting your application. Please include additional fees with the table(s) fee.

Items may be displayed (or stored) on or under tables but must not extend beyond the sides or front of the table. Access on both sides of the table and aisle must be kept open at all times. Display area is limited to the size of the table space, not to be confused with “booth space” used at some craft shows, although a limited number of 10 X 10 spaces are available at the School location.

We ask that all vendors try to complete set-up at least 15 minutes before opening time. Vendors who do not show up to set up their booth by 8:30 a.m. Saturday will forfeit their space and vendor fee to someone on the waiting list. See notes on set up times specific to your booth location below.

After setting up on Saturday morning, we would appreciate it if you would move your car to make parking space for shoppers (see notes below). Thank you for your consideration in this matter.

We plan to have a shuttle to take shoppers back and forth between the Russell Gates Hall and the school.

Lunch will be available at the Russell Gates building and homemade apple dumplings can be purchased to go or served warm. At the school, the Booster Club will sell a large selection of food and beverages, and apple dumplings to-go will be available.

### **Russell Gates Hall – Vendor Info**

The cost of an 8' x 30" table and chair in the Gates building is \$45 each (limit 2 tables). You may use our tables and chairs, or bring your own.

Internet will be available for vendors needing it to accept credit cards.

Set up at the Russell Gates building will be 9:00 a.m. to noon on Friday and 7:00 a.m. to 9:00 a.m. on Saturday.

After setting up on Saturday morning, we would appreciate it if you would move your car to make parking space for shoppers. You can park along the street or in the Elbert Presbyterian Church parking lot on the hill behind the hall.

### **Elbert School – Vendor Info**

The cost of a 6' x 30" table and chairs at the school is \$30 each (limit 3 tables). A limited number of 10 X 10 spaces are available for \$75.00 (School only). You may use our tables and chairs, or bring your own.

Internet is available at the school for vendors needing it to accept credit cards.

Set up at the school will most likely be 5:00 p.m. to 8:00 p.m. on Friday (depending on the Veteran's Day event and basketball schedule) and on 7:00 a.m. to 9:00 a.m. Saturday. If set-up has not been completed at the school by 8:00 p.m. you will need to return early on Saturday morning to do so.

After setting up on Saturday morning, we would appreciate it if you would move your car from the close in parking spaces to make parking space for shoppers.

Note:

Most of the vendors will be in the small gym on the lower level. We can put a few booths at the top of the stairs in the cafeteria area. There is one elevator. **In accordance with fire regulations, we are not allowed to use the fire door downstairs leading into the gym, and we are often limited on volunteers to help, so you many want to bring a helper if you have a lot of things to carry.**

In order to avoid misunderstandings and last-minute problems, we ask that you initial that you have read, understand and accept the requirements for participation in this bazaar on the enclosed application. Please feel free to call or e-mail with any questions you may have. Our goal is to make this a positive experience for everyone and ensure that crafters are treated equally. We thank you for your cooperation.

Sincerely,



Irene Brown, President  
Elbert Woman's Club

P.S. Final set-up information will be sent out the week before the Bazaar, or earlier if we can. We often need to wait for a finalized schedule of basketball practice in the gym to know when we can begin set-up at the school. Thanks for your patience!