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## VENDOR INSTRUCTIONS & INFORMATION

Please review these guidelines before sending in your application. You may contact Paula at 503-409-0465 or giftshop@tbsholom.org with any questions or concerns.

### **Event**

Sunday, November 3, 2019. 10:00 am to 3:00 pm.

### **Merchandise**

Vendors must display and sell original, hand-crafted work. Commercial, imported or wholesale items WILL NOT be allowed. The Bazaar Committee reserves the right to ask vendors to remove said items from your booth.

**Sale of food, both packaged and for immediate consumption, is strictly limited and must be pre-approved.**

### **Registration & Table Selection**

Registration forms must be submitted with the appropriate fee. Tables cannot be reserved without the paid fee. Online registration and payment is required.

Table prices, sizes and options are:

6' tables - \$20.00      8' tables - \$26.00      12' corner tables - \$40.00

- Please check the Event Layout on the TBS website for table availability before submitting your reservation form.
- Table locations are assigned on a first come-first served basis, and will be confirmed via email upon receipt your completed application and payment. In the event that all of your preferred table choices are taken, we reserve the right to assign the next best available space.
- Fees for multiple tables for a single vendor are charged the same per table fees (example: two 6' tables will be \$40.00, one 6' and one 8' table will be \$46.00)

### **Electricity & Lighting**

Please refer to the Event Layout page for information on table locations that may have electrical outlet access. If you would like electricity for your booth, please note your preference on the Vendor Application. Access is very limited and cannot be guaranteed. If you need to use electricity, you must supply your own grounded extension cord.

There is low lighting in most of the display areas. If you need lighting to show off your displays, then we suggest requesting a table with electrical access. Again, we cannot guarantee your first choice so you should register early in order to improve your chance of getting your first choice!

### **Raffle Prizes**

TBS Gift Shop will be holding a fundraising raffle. As such, no other raffles from individual vendors are allowed.

If you would like to donate a product for the raffle, please complete the prize description information on the Vendor Application so that we may include it in our advertising and please bring your item(s) to the front table during set up.

### **Set up & Clean up**

Tables will be clearly marked with vendor names. Tables will also have a vendor name tag that should be worn to gain access to the vendor hospitality area.

### **SET UP:**

Saturday, November 2, 2018 from 6:00 – 8:00 pm, or  
Sunday, November 3, 2018 from 8:00 – 9:45 am



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- Vendors are expected to have their displays set up and ready for business and shoppers **by 9:45 am**. All aisles and walkways around your assigned table must be cleared of carts, merchandise, boxes, etc.
- **Please bring your own tablecloth to cover your table.**
- Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other part of the building or furniture.
- No open flames, such as burning candles are permitted. If you plan to demonstrate your craft, please protect the facility's property from damage.
- **Displays may not be higher than 5 feet tall unless your space is against a wall** (table #s 1, 2, 3, 8 -13, and 18-25 may exhibit taller displays; table #s 4-7 and 14-17 are limited to 5 feet in height)

### CLEAN UP:

- Dismantling and/or removal of displays may not be done any earlier than 3:00pm
- You will be responsible for throwing away all of your trash. TBS is a green facility; please respect our efforts in recycling and use the mixed recycling bins when disposing of your trash.

### Vendor Food

\*\*TBS maintains a peanut-free, dairy/parve only environment.\*\*

- The TBS kitchen will have food available for vendors and volunteers only, including coffee, muffins, bagels, cheese and other light snacks.
- You must have a vendor badge clearly displayed for access to the kitchen area.
- Please feel free to bring your own lunch for the day, noting the restrictions above.

### Packaging & Cashiering

- Each vendor shall be responsible for handling their own sales and packaging of their merchandise.
- Please bring ample supply of change as the TBS Gift Shop may not be able to accommodate change requests.
- We do not offer any credit/debit processing service for vendor sales.

### Cancellation Policy

TBS will retain 50% of the registration fee for cancellations after October 6, 2019, and 100% for those received after October 20, 2019. All cancellations must be in writing via email to [giftshop@tbsholom.org](mailto:giftshop@tbsholom.org).

### Promoting the Event

We strive to promote our event throughout the Salem/Keizer and surrounding community. We will have online and print ads in the following publications:

- Statesman Journal
- Business News
- Jewish Review
- OregonFestivalGuide.com
- Salem Monthly
- Festivalnet.com
- Travel Salem

We would love for all of our vendors to help us make this a great event for everyone by helping to promote the event through word-of-mouth advertising!

A promotional flyer will be available by October 1<sup>st</sup> for downloading and sharing.

**We look forward to seeing you there!**