

Olympia High School Antique and Craft **BEARZAAR** VENDOR RULES  
Saturday, Nov. 18, 2017 \* 8:00 am to 4:00 pm

**Items must be handcrafted. Please initial each numbered line after reading ALL of the rules.**

1. **ONE PAGE** of scanned photos (not originals) of items (photo of booth setup is helpful too) is required from everyone. You will be judged and accepted on these. Make sure it is labeled (front or back). *Initial*
2. Check in at the raffle hall (check webmap) and submit your **required** \$10 minimum donation for the raffle. The item must be **labeled** with the raffle gift tag located in your booth. The raffle has to be set up before 8:00am, so we need your donation before then. You can also make arrangements to drop off your donation at the school before the event. Your donation will be displayed with your name and booth number so shoppers will know where to purchase more of your items. This is a great way to advertise your wares. Your donation should represent what you are selling. You are required to donate one item **per space**. Your donation will also be judged for the following year's acceptance. *Initial*
3. There is plenty of **parking** for customers, as long as the vendors park in the specified areas. *Remember, if they can't find a place to park, they can't be a customer.* For more information on where to park, check the website map: [olympia.osd.wednet.edu/information/bearzaar](http://olympia.osd.wednet.edu/information/bearzaar) (or do a search for Bearzaar). *Initial*
4. Set up will be Friday, November 17 from 3:30 until 8:00 pm (**DO NOT** come earlier) and Saturday starting at 6:30 am. Please check website map for unloading/loading directions. *Your space determines where you are supposed to unload & park. There are many different entries.* *Initial*
5. Bring your own extension cords, cash and tables (or **order ahead** to rent for \$15). Chairs are no charge – indicate number needed on application. There are a limited amount of tables and electricity. Electricity is \$10 and can **NOT** be added after acceptance. *Initial*
6. Exhibitors are expected to remain throughout the entire show - even if you sell out. **DO NOT** start packing early – this will result in denial for next year's show. *Initial*
7. *No alcohol, marijuana, tobacco or smokeless products on grounds – it's the law.* *Initial*
8. Anyone not checking in by 8:00 am, Saturday, is subject to forfeit their space this year & next. *initial*
9. Bring enough inventory to fill your booth. No removal of stock or display during the show hours (even if you sell out, you must remain at your booth). Please leave your area as you found it. *initial*
9. Coffee and cookies will be available in the vendor room (staff hall) while supplies last. *initial*
10. Please contact the Health Department if you plan on selling edible items – inspector will be present.
11. No animals are allowed. *initial*
12. Selling and signs are permitted only in your booth - *initial*
13. Students **MAY** be available to help setup and unload but please **DO NOT** rely on them to do your heavy lifting and packing. You must be loaded & out of the building on Saturday by 6:00 pm. *Initial*

Kathy Thompson / 360-956-3667 / 701-9326

[remax@kathythompson.net](mailto:remax@kathythompson.net) / [olympia.osd.wednet.edu/information/bearzaar](http://olympia.osd.wednet.edu/information/bearzaar) (or google bearzaar)

**PAGE 1 – KEEP a copy of this page for your records**

Applications will be accepted from everyone in February, but returning vendors (if accepted) have until June 1<sup>st</sup> to reserve their same space if accepted. After June 1<sup>st</sup>, empty spaces are filled by application date and what items you are selling. You will be placed on the waiting list if not accepted. initial

You will be notified by email when accepted/rejected - all communications will be email. **Always** include full name and space location in emails. If you are not accepted because the show is filled, your application will be placed on the waiting list and you will be notified if something becomes available. Your check will be shredded if you are not accepted after the show is finished. initial

Check the website for layout maps, driving, unloading and parking directions. This is very important – your space location depends on which entrance to use. Do not call and ask where your space is the day before as you should have received an email long before. If you have not heard from me by Nov. 1<sup>st</sup>, please call. Initial

I will be happy to meet with you before the event to show you where your space is located, where to load/unload and where to park. Remember, if people can't find a place to park, they can't be customers.

Flyers will be available on the website to print off or arrangements can be made to have some delivered to you or your work. The more people that know about the show, the more potential customers you will have.

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[remax@kathythompson.net](mailto:remax@kathythompson.net)  
[www.olympiaosd.wednet.edu/information/bearzaar](http://www.olympiaosd.wednet.edu/information/bearzaar)

### Raffle Gift Tag Example

This will be taped to the chair in your booth.

Please tape this to your raffle donation item and submit when you check in at the raffle hall.

*To: ?*

*From: Your business name will be here*

*Space #: Your space number will be here*

**PAGE 3 – Return this COPY & keep one for your records**

Space Size - Spaces are approx. 100 sq ft. and available on first come basis (after June 1<sup>st</sup> for new vendors) and items being sold. Check layout map on website to see sizes. Some spaces may not be square, please indicate if your layout needs a true 10 x 10 or if you will be using a tent (ceiling height). Spaces are subject to change up to the day of the event.

1. **Raffle** (\$10 or greater value). **Must be** at raffle desk (hall 4) before 7:30 am Saturday morning with raffle tag attached (taped to chair in your space). Remember you are juried on this for the next year. Item (description does not need to be detailed) \_\_\_\_\_
2. Electricity - **Limited** electricity available & **CANNOT** be added after your application has been accepted. You *must provide* your own extension cord (may need 100 ft). \_\_\_\_\_ \$10
3. Table (6 x 2) (You may bring your own) \_\_\_\_\_ \$15 each
4. Chairs ( # ) \_\_\_\_\_ no charge (There will be at least one chair in each booth with raffle tag, menu and space name. We can add/remove the chairs after you check in.)
5. Space \_\_\_\_\_ \$65
6. Total amount enclosed \$ \_\_\_\_\_ (space + table + electricity + raffle item description).

This is a fundraiser for the Associated Student Body - **Sorry no refunds will be given.**

7. Business name \_\_\_\_\_
8. Contact person \_\_\_\_\_
9. Email \_\_\_\_\_ Website \_\_\_\_\_
10. If returning vendor, would you like your space from 2016? \_\_\_\_\_ Space # \_\_\_\_\_
11. Items to be sold (must be handcrafted) \_\_\_\_\_
12. Phone \_\_\_\_\_
13. Address \_\_\_\_\_
14. Vehicle make & license plate number \_\_\_\_\_
15. Other shows you have participated in \_\_\_\_\_

Application will be rejected if the following 3 items are not included and filled out correctly:

1. Check made payable to Olympia High School
2. Application (3 pages) – make sure to initial all lines & fill in ALL 15 lines above
3. Labeled, *scanned/copied* photos of items and booth setup (**do not** include originals) (1 page only)

Address: Olympia High School BEARZAAR  
1302 North Street, Olympia, WA 98501, attn: Kathy Thompson