

"HUGGS for the Holidays"
Craft Show & Silent Auction-2010

VENDOR INFORMATION- Please Keep for your Records!

1. The "HUGGS for the Holidays" Craft Show & Silent Auction will be held **November 13, 2010 from 9am-3pm at Robert Frost Elementary School at 270 N. Spring Rd, Westerville, OH 43081.**
2. All spaces are approximately 8x8 unless you are placed in a hallway, then vary by location but may be 4x10. All spaces are assigned based upon date registration is received. Those registering the day of the 2010 event for the 2011 event receive a discount on that 2011 registration. No sub-letting of tables or group registrations. HUGGS reserves the right to refuse vendors and to limit the quantity of vendors. Family friendly vendors only please.
3. No Refunds are made unless space can be filled. No refunds after October 1, 2010.
4. **TABLES ARE NOT PROVIDED.** You may rent 6' tables for \$10 each.
5. **New vendor?** Please email photos of your items/sample display, etc to: huggsbazaar@hotmail.com
6. **Vendor Set-up** is Friday, November 12 from 8-9pm AND Saturday, November 14 from 7:30-9AM. **ALL VENDORS MUST BE PRESENT BY 8:30 AM OR YOUR SPACE WILL BE RELEASED.** HUGGS members will begin shopping at 8:30 am.
7. **NO EARLY RELEASE.** The Silent Auction closes at 2:30 & Vendors may tear down at 3pm.
8. Proceeds from this event support the HUGGS (Half-Units Gathering & Giving Support) group of Westerville. HUGGS is a family support group of the Westerville Police Department. 100% of Silent Auction proceeds fund the "Officer Down Fund" which supports families and officers during times of extreme need, death, etc. All other proceeds fund the group and its many facets: Sunshine & Social Committee's, Scholarship Fund, Officer Down Fund and General Operating Fund.
9. If you would like to donate an item for the Silent Auction and/or Raffle, you may do so Saturday morning. We welcome your donations and thank you for your generosity! (Generally speaking, items valued at \$10 and under are in our raffle; over \$10 are in our Silent Auction).
10. Coffee & Donuts will be complimentary for one vendor per space.
11. HUGGS Members will be available to assist you at both set-up and tear-down.
12. **Directions to Robert Frost Elementary School:** 270 to 161 EAST. Stay in the RIGHT LANE as you will exit almost immediately onto Sunbury Rd. Go North on Sunbury Road. Turn left onto County Line Rd. Turn Right onto Spring Rd. (Or, 270 N to Rt 3 exit. Take Rt 3 (State Street) turning Right onto County Line Road, then left onto Spring Rd) The school is immediately after turning onto Spring Rd. Please park, check-in, unload and then move your vehicle to the designated back parking lot.
13. **Questions?** Please contact huggsbazaar@hotmail.com. Event closes when full. Please keep this information for your records.



"H.U.G.G.S. for the Holidays"
Craft Bazaar & Silent Auction
Vendor Registration Form
 Robert Frost Elementary School
 270 N. Spring Rd, Westerville, OH 43081
November 13, 2010 9am - 3pm

VENDOR INFORMATION SPACES ARE FIRST COME, FIRST SERVE UNTIL FULL.

Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Website: _____

Full Description of merchandise/craft/service: _____

REGISTRATION INFORMATION NO REFUNDS GIVEN UNLESS SPACE CAN BE FILLED. NO REFUNDS AFTER 10/1/10.

- VENDOR FEE: \$35.00 (for first space) = \$ _____
- ADDITIONAL SPACES: \$20.00 each x _____ = \$ _____
- TABLE FEE: \$10.00 each x _____ = \$ _____
- ELECTRICITY FEE: \$10.00 (limited availability) = \$ _____

TOTAL AMOUNT INCLUDED WITH REGISTRATION: \$ _____

I will donate an item for the Silent Auction _____

Please indicate your preferred area (circle one): front hallway, gym or side hallways. (NOT guaranteed)

Date Received:	_____
Paid:	_____
Assignment:	_____

RETURN FORM TO: DeAnn Nightingale, vendor coordinator
 7619 North St. NW
 Newark, OH 43055
huggsbazaar@hotmail.com

MAKE CHECKS
PAYABLE TO "HUGGS"

Space assignments will be prioritized by the day registration is received.

HUGGS reserves the right to refuse vendors at their discretion. No sub-letting of tables. NO refunds unless space can be filled. NO REFUNDS after October 1, 2010.

www.westervillehuggs.org