



Woman's Club of Greene

48th Annual "Helping Hands" Holiday Craft Bazaar

Saturday, November 4, 2023 – 9:00 – 3:00

Ruckersville Elementary School - 105 Progress Place, Ruckersville, VA

GENERAL INFORMATION

Deadline for registration is October 1, 2023

ELIGIBILITY: All items offered for sale must be original, handcrafted arts and crafts. The sale of manufactured or used items is not permitted unless they have been altered in a way making them unique creations.

FEES: \$45.00 for an inline 10' x 10' space, \$50.00 for corner spaces. In the event the WCOG needs to cancel this event due to changes in school policy or other government restrictions, all fees will be returned.

DOOR PRIZES: All vendors will provide one door prize item to be used as an incentive for shoppers. Tickets will be given to shoppers at the door and will be drawn throughout the day. Winners will collect their prizes directly from the vendor. Door prizes can be either an item offered for sale or a coupon to be used towards a purchase. Please provide your door prize information on your registration form.

PROMOTIONAL MATERIALS: The Woman's Club of Greene will promote this event on Facebook and its webpage and will feature photos of our vendor's craft items. Vendors are asked to provide a minimum of 5 close-up photos of individual items without pricing to be used for promotional purposes. Photos can be submitted via email to: WCOGbazaar@gmail.com or by mail c/o Monica Waugh, 115 Lake Dr., Ruckersville, VA, 22968. Return of photos cannot be guaranteed.

LOGISTICS:

- **Sale spaces are 10' x 10':** Each will be marked and labeled. Outdoor canopy frames are permitted, provided that all poles have plastic caps on the bottom or that cardboard pieces are placed underneath to protect the floor.
- **Set Up:** Vendors will be given the opportunity to set up on Friday evening as well as Saturday morning prior to the bazaar. Vendors will be notified in writing in advance with set-up times and special instructions. Vendors are expected to be set up and ready for business by 9:00 AM. Those not ready to open for business by the 9:00 start time will be considered "no shows" and forfeit their space and fees.
- **Vendors are responsible for bringing their own tables.** Chairs are available on site.
- **Electrical outlets are limited.** Requests should be noted on Registration Forms to insure a space with electrical access. Vendors are responsible for providing their own extension cords.
- **Hours:** Vendors are expected to keep their space up and open for the entire length of the bazaar – from 9:00 AM to 3:00 PM. Please do not ask to break down earlier than 3:00.
- **Lit candles and open flames are not permitted.**

The Woman's Club of Greene is not responsible for any changes made to adhere to Greene County Schools policy or due to extenuating circumstances.

**All vendors are expected to read, understand, and follow these rules and guidelines.
Receipt of your paid registration indicates that you agree to them.**

Questions? Please contact us at WCOGbazaar@gmail.com or 434-990-0403



VENDOR APPLICATION
Woman's Club of Greene
48th Annual "Helping Hands" Holiday Craft Bazaar
November 4, 2023

PLEASE LEAVE THIS BOX BLANK

Date Received: _____

Order Number: _____

Space Assignment: _____

All applications must be postmarked by October 1, 2023.
Any eligible applications received after this deadline will be waitlisted.

MAIL APPLICATION AND FEES TO: Monica Waugh, 115 Lake Dr., Ruckersville, VA 22968

Contact Name: _____ Preferred Business Name: _____

Address: _____ Phone: _____

City/ State/Zip: _____ Mobile: _____

Email Address: _____ Website: _____

CATEGORY LISTING

Apparel	Dolls & Accessories	Glass	Painting/Drawing
Baskets	Fabric/ Needlework	Jewelry	Personal Care/ Soaps
Children & Babies	Floral	Knitting/Crocheting	Pottery/Ceramics
Wood Crafting	Photography	Stationary/Cards	Candles
Holiday Décor	Sculpture	Baked Goods/Foods	Other

Other: _____ -

APPLICATION FEE: \$45.00 for each 10' x 10' sales space. There is a \$5.00 premium for corner spaces. Electricity is available but limited. Chairs will be provided but you will need to bring your own tables.
Make checks payable to "WCOG". Deadline for registration is October 1, 2023.

Number of In-Line Spaces: _____ x \$45.00 = _____

Number of Corner Spaces: _____ x \$50.00 = _____

TOTAL PAYMENT SUBMITTED: = _____

Do you require access to an electrical outlet?

Yes

No

Door Prize Item: _____ Value: \$ _____
(Can be a craft item or coupon for purchase at your booth.)

WAIVER: I have read all regulations and information pertaining to the 48th Annual "Helping Hands" Holiday Craft Bazaar and hereby waive any claim against and agree to hold harmless the Woman's Club of Greene and any of their volunteers, from any and all liability for damages or injury during participation during the 47th Annual "Helping Hands" Holiday Craft Bazaar.

Signature _____ Date: _____
(This application will not be processed unless the waiver is signed, and all fees are paid.)

Questions? Please contact us at WCOGBazaar@gmail.com or 434-990-0403