

**12<sup>th</sup> Annual Pine Creek Holiday Bazaar**  
**Pine Creek High School**  
**10750 Thunder Mountain Road, Colorado Springs CO**  
**November 7, 2009 9:00 AM – 4:00 PM**

Dear Crafter and Artisan:

Thank you for your interest in the 2009 Pine Creek Holiday Bazaar. We have enclosed a registration form, booth layout with booth sizes and prices. We will permit Friday night set-up from 6:00 -- 8:00 PM and Saturday morning setup from 6:00-9:00 AM.

The Pine Creek High School Band sponsors this bazaar. Band members will be available Friday night, Saturday morning and afternoon to assist you with both move-in and move-out. They will provide a live concert during part of the noon time. As usual, vendors will receive complimentary coffee and donuts on Saturday morning.

We will make available 6' x 2.5' tables for \$12.00 each. These need to be reserved and paid for in advance.

You are more than welcome to contact us and ask for a booth to be held for you pending payment; we will not hold booth preferences for more than two weeks without payment.

Due to the large number of jewelry and floral vendors, we will need to jury these products. If you are a jewelry or floral vendor, please send three photos with your application. Please note that the total number of jewelry and floral booths are limited to 10% each of the total number of booths.

We will continue to give preference to artisans and crafters and limit the number and type of vendors who represent direct sales companies.

We look forward to hearing from you and seeing you at the bazaar on 7 November 2009.

KIM HAMPTON

VENDOR COORDINATOR Kim: (719) 495-4489

<http://www.geocities.com/pcbazaar>

**PINE CREEK BAZAAR SPECIAL RULES**

- Booths are rented for the sole use of the individual(s) to whom they are rented and may not be transferred or "sold" to another vendor.
- Personal checks will be accepted up to October 15<sup>th</sup>. After that, we will only accept cash and bank checks.
- Fee for returned checks is \$25.00.
- **Current prices are reflected on the website.**
- We will not provide a refund for booths or tables cancelled after October 15<sup>th</sup>.
- You must check in **before** setting up your booth(s). This will ensure you receive any last-minute information.
- You must stay open until the bazaar closes at 4:00 PM.
- You **must check out**, even if you don't have to pay sales taxes.
- Do not remove tables or chairs from other vendors' booths.
- No music or broadcasts from your booth.
- No burning scents, candles, or other live flame due to the school's insurance policy.
- Aisles are set to meet fire codes. Fire regulations require that displays, tables and chairs not extend into aisles.
- There is no alternate bazaar date. If the bazaar must be cancelled, vendor fees will be refunded.
- Pine Creek High School assumes no responsibility for acceptance of fraudulent credit cards or bad checks.
- Make checks or money orders payable to Pine Creek High School.

**2009 PINE CREEK HOLIDAY BAZAAR REGISTRATION CONTRACT**

Vendor Name (Please print): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Evening Phone, if different: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Business Name (if any): \_\_\_\_\_ Web Site: \_\_\_\_\_  
 Describe your product: \_\_\_\_\_  
 Direct Sale Parent Company (if any): \_\_\_\_\_

**BOOTH PREFERENCES:** 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_  
 (See current booth prices on the Booth Layout Page)

Item	Unit Price	Qty	Due
Booth	\$		\$
2d Booth if requested	\$		\$
Tables, 2.5'x6'	\$ 12.00		\$
		Total Due	\$

Chairs	Free	Qty Needed:
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**Make Checks payable to Pine Creek High School.**

Would you consider donating a tax-deductible item to the Pine Creek Band Silent Auction?  Yes  No

**SALES TAX INFORMATION: State law requires that all crafters pay sales taxes on goods they sell.**

Exceptions: Tax-exempt organizations or vendors selling food items for off-site consumption. We will provide a tax form that must be filled out and turned in at vendor checkout. We will provide assistance in calculating your sales taxes and provide a receipt for all vendors who wish to have the school collect and pay taxes for them. The school can file any or all sales taxes that you collect on your sales. Please provide your state and/or city tax ID numbers below:

State: \_\_\_\_\_ City (if any): \_\_\_\_\_

I will pay all my own taxes

I want the school to file some or all of my sales taxes:  City  County  State

Acknowledgement: The tax information I provided is accurate and up-to-date. I have read and agree to abide by the Pine Creek Holiday Bazaar rules contained in the information packet. I am enclosing a check to cover booth and table rental.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and mail this page with your payment to:

Pine Creek Holiday Bazaar  
 c/o Kim Hampton  
 4460 Ford Drive  
 Colorado Springs, CO 80908