

**VENDOR INFORMATION for the Fall 2012 Cedar Park Dance Company  
Holiday Bazaar  
Saturday, December 1, 2012 – 10am-2pm**



Dear Friends,

This will be our first annual holiday bazaar to help support Cedar Park Dance Company's Envision ie Envision Dance Company. The FALL holiday bazaar season will be here SOON, and we invite you to join us on Saturday, December 1<sup>st</sup>. We will bring together a team of planners and volunteers to produce a great show!

Please read below for all the details about the 2012 show. We ask that you read this information before calling, and we encourage you to inquire by email to [cpdcteamevents@gmail.com](mailto:cpdcteamevents@gmail.com). If you have questions after reviewing the information, our volunteer team will respond to your email and phone inquiries as quickly as possible. On the website, you will find the vendor application form, general information, and everything you need to know about the Fall 2012 CPDC Holiday Bazaar. Check us out at [www.cedarparkdance.com/envision](http://www.cedarparkdance.com/envision) the information will be posted there. There, you will also find updates on Envision!

**October 31<sup>st</sup> DEADLINE / Additional \$10 booth fee**

**There will be an additional \$10 charge added to your fees if your application is postmarked after October 31<sup>st</sup>.** To ensure we accommodate everyone and plan all the details we must encourage everyone to send applications in early so we can minimize last-minute space planning and changes.

**Vendor Application and Payment**

Please read the Vendor Application carefully, and fill it out **completely**. Be specific on your products and your booth needs. Include a check or money order for your total fees. (\$25 charge for returned check). Mail the application and payment to us together to the address shown at the bottom of the application before October 31<sup>st</sup>. Add \$10 booth fee if it is postmarked after October 31<sup>st</sup>. Also remember that on show day, before 9:30am, all vendors are asked to donate an item for our fundraising efforts. Please email us if you need to make your payment by credit card via PayPal.

**Booth Priority**

It is important to send your application and payment early! Applications postmarked after October 31<sup>st</sup> will receive no preferential treatment. If capacity has been reached, you will be placed on a waiting list. We will try to accommodate special requests; however, it may be necessary to move some vendors around for changes in the layout, access to electricity, duplication of items sold, booth size, etc. (Please note, we will limit the number of Direct Marketing vendors. Our policy is to only allow ONE of each direct marketing vendor/product, for example "Pampered Chef", "Scentsy", etc. We will update this Direct Marketing list on our website weekly as we accept these types of vendors so please check the website or send us an email before sending in your application if you are a Direct Marketing vendor. No exceptions to this policy.) Please note that confirmations will be sent to vendors only AFTER October 31<sup>st</sup>. Also note that at all times, we reserve the right to select or reject vendors.

**Booth sizes/fees**

Our booths will measure approximately 25 square feet; most of these full size booths are 5x5 but we will have a few elongated full booths A limited number of half booths are available; they are approximately 12 square feet. Half size booths may be 3 x 4 as in the size to put a card table plus walking space of course. The full size booth price is \$35 (or \$45 after October 31<sup>st</sup>). Half booth price is \$25 (or \$35 after October 31<sup>st</sup>). A limited number of booths have access to electricity, so please specify if you need electricity for a \$5 fee (first come/first served and you will share outlets with other vendors). A limited number of tables (varied in size) are available for rent (in advance only) for \$10 each. Mark your application clearly and calculate your total payment due. (No refunds for cancellations after the deadline of October 31<sup>st</sup>.) This will all be indoors therefore space is limited.

### **Sponsorship Option**

We will have sponsorships for tables. If you are willing to have a sponsor you will receive a \$10 credit that will be given back to you the day of the show. Due to the unknown of how many tables and sponsors we will have this will be based on a first come first serve basis. The sponsor will provide a sign that reads for example: "this table is sponsored by: \_\_\_\_\_" They will also be providing business cards for you to pass out with your purchases.

### **Set-up/Teardown**

Your set-up entrance is determined by the location of your booth, and this information will be sent to you in your vendor information packet that is sent approx 2 weeks prior to show. Some vendors will be allowed to setup on Friday night (we cannot announce this until 2 weeks prior due to other events on location), and all vendors will be allowed to setup on Saturday morning from 8am-9:30am. Doors open to the public at 10am on Saturday. Dancers and parents will be available to assist in unloading on Saturday, and for loading on Saturday afternoon. (And of course you may always load or unload yourself with your own dolly). Teardown takes place no sooner than 2pm on Saturday. Vendors, teardown before 2pm is strictly prohibited, or you will forfeit any opportunity to sell at our future shows.

### **Application Confirmation**

For all applications postmarked by October 31st, we will send you a confirmation by email within a week (or so) of its receipt. All Vendors AND All Applications Postmarked after October 31st: If space remains available, we will send you a confirmation starting around November 7<sup>th</sup> until capacity is reached.

All Vendors: Email is our primary method of communication with vendors. Please add cpdcteamevents@gmail.com to your email address book immediately to receive show information. Also, about 2 weeks before the show, we will send a vendor information packet by email. We ask that you please read all information thoroughly before calling with questions.

### **Notes to Remember**

- Send in your application and fee as soon as possible. Remember, the deadline is October 31<sup>st</sup>!
- Please be very specific regarding booth requests, preferences, needs, etc – we will do our best to accommodate, but cannot guarantee all requests can be honored.
- No preferential treatment will be given to applications postmarked after October 31<sup>st</sup>.
- Add \$10 to your booth fee if your application is postmarked after October 31<sup>st</sup>.
- Vendor packets will be sent to all confirmed vendors by email approximately 2 weeks prior to the show.
- Please visit our website at [www.cedarparkdance.com/envision](http://www.cedarparkdance.com/envision) for show updates and information.
- Join us on Facebook! Become a fan of Cedar Park Dance Company! Use our Facebook page to advertise your booth!

We look forward to seeing you at our show. Send in your application now! We can't wait to hear from you!

Envision Dance Company  
Ashley Melber  
Fundraiser Committee

### **CONTACT US**

**Email:** [cpdcteamevents@gmail.com](mailto:cpdcteamevents@gmail.com)  
**Phone:** 512-351-5761 (leave a message)  
**Web:** [www.cedarparkdance.com/envision](http://www.cedarparkdance.com/envision)

**Mail:** Cedar Park Dance Company  
Attention: Holiday Bizarre  
200 Buttercup Creek Blvd  
STE 104  
Cedar Park, TX 78613