



Fort Cavazos Spouses' Club

42nd Annual Holiday Bazaar

Vendor Application

<https://www.fortcavazosspousesclub.org/>

Dear Prospective Vendor:

Thank you for your interest in the Fort Hood Spouses' Club Bazaar. The Holiday Bazaar will be at the Killeen Civic & Conference Center Complex at 3601 S. WS Young Drive, Killeen TX 76542. This is our 42nd year and will be held **November 11-12, 2023**. We are all looking forward to a great event.

The Fort Cavazos Spouses' Club (FCSC), a non-profit organization, sponsors this event. The FCSC is dedicated to serving our community through volunteer service hours, a monthly service project that provides donations to various community programs, high school and spouse scholarships, and monetary distributions through the Community Outreach & Grants Program. The FCSC raises over \$50,000 annually through its three major fundraisers: Holiday Bazaar, Wild West Night, and Flamingo Flocking.

The BAZAAR is a juried show of merchants from across Texas and the US. A committee will review each application and notify applicants of their acceptance. The FCSC reserves the right to include multiple vendors of the same type.

Please complete the enclosed application and return with a check or money order. If you wish to pay by card, please contact the Vendor Coordinator for details. Attached you will find the necessary information.

If you have any questions please check our website or contact our Vendor Coordinator at Vendorcoordinator@fortcavazosspousesclub.org

INFORMATION SHEET

PLEASE READ THIS INFORMATION SHEET CAREFULLY and do not hesitate to contact us if you have additional questions concerning the Bazaar. In order to maintain the high quality of the BAZAAR that our vendors and customers have come to expect, the FCSC will review all applicants in a timely manner and notify applicants in writing of their acceptance. This is a juried show and preference will be given to vendors with unique, quality items. Our intention is to have a well-balanced show with great variety that will allow our vendors to maximize their sales possibilities - it is important to the FCSC that we are both successful!

THE FCSC RESERVES THE RIGHT TO ACCEPT OR DENY ANY VENDOR AT THEIR DISCRETION. All vendors with any type of food items must be able to provide a copy of their Health Department permit if requested.

DEADLINE FOR THIS APPLICATION

Applications are accepted until all booth spaces are filled.

Deadline to cancel and still get your refund: October 20th, 2023



Fort Cavazos Spouses' Club
42nd Annual Holiday Bazaar Application
<https://www.fortcavazosspousesclub.org/>
Date: November 11th and 12th, 2023

Location: Killeen Civic & Conference Center at 3601 S. WS Young Drive, Killeen TX, 76542

Company Name: _____

Point of contact: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Preferred phone numbers: _____

THE FCSC RESERVES THE RIGHT TO ACCEPT OR DENY ANY VENDOR AT THEIR DISCRETION. ITEMS THAT MAY BE ACCEPTED include art, handmade crafts, antiques, specialty clothing items, jewelry, wrought iron works, furniture, collectibles, unique items, and all military-related items. All vendors with any type of food items must be able to provide a copy of their Health Department permit if requested and pay a separate \$100 fee to Killeen Civic Center if the vendor is inside the facility.

Description of Merchandise:

Booth Prices:

Option #1: 10 x 10 Ballroom/Hallway* | \$150 Cash-Check-Money Order or \$158 Credit Card

Option #2: 8 x 8 Rotunda | \$100 Cash-Check-Money Order or \$105 Credit Card *Some booths

along the Ballroom wall and hallway may not be 10 x 10 but will still be 100sq ft

FCSC Members receive a \$10 discount on booth prices.

1. **Booth:** 10 x 10 _____ **OR Rotunda** 8 x 8 _____

2. **Electricity** is: \$25

Electricity: Yes or No

3. **Tables/Chairs.** Booths come with **1 table and 1-2 chairs** (No more than 2)

Table: Yes or No (**you** may bring **1** additional table)

Chairs: Yes or No How many _____

Total: _____ (No checks accepted after Oct 20th, 2023)

Payment:

Personal Checks, Cashier's Checks, and Money Orders can be made payable to **FCSC**. (All NSF Checks will be charged a \$35.00 nonrefundable return check fee.)

Debit/Credit Card Payments: Email: Vendorcoordinator@fortcavazospousesclub.org to make arrangements. **Cancelation:**

Deadline to cancel and still get your refund is **October 20, 2023**

Correspondence: Please Mail any correspondence to:

Fort Cavazos Spouses' Club

Attn: Holiday Bazaar

PO Box 5982

Fort Hood TX 76544

Set-Up:

Thursday: November 8th: **8:30AM - 6:00PM** Front or Back Entryway

Saturday: November 11th: Setup will be allowed from **7:00 AM-8:00 AM Back Entry ONLY**. Vendors will **NOT** be allowed to unload in the front. **This practice interferes with the Outdoor Food Vendor setup.**

Shopping Show Times:

Saturday: November 11th: Doors Open: 9:00AM - 6:00PM

Sunday: November 12th: Doors Open: 10:00AM - 4:00 PM

DOOR PRIZE

Vendors are required to provide FCSC with a product suitable for use as a door prize. The door prize (suggested minimum value of \$25.00) will be awarded at the bazaar.

1. Please identify the door prize by attaching a business card to it. The card will be displayed with the product during the bazaar and will remain with the prize when awarded.

2. A receipt for the door prize will be given to the vendor on the day of the event, if requested..
The Fort Cavazos Spouses' Club (FCSC) is a 501 (c) (3) non-profit organization (EIN: 74-2012662) made up solely of volunteers.

You must remain set up and open during all hours of the show.

THERE WILL BE NO EARLY BREAKDOWNS.

As a vendor, you are responsible for set-up, tear-down, and operating your booth without any assistance from the Fort Cavazos Spouses' Club (FCSC). FCSC does not provide dollies, carts, or extra workers.

Exhibition Space Agreement:

Lessor hereby leases to exhibitor, booth space for the exhibition identified in this application submitted by exhibitor, subject to the terms of this application with the following terms and conditions: all information sheets issued within a reasonable time before the show, and all city, county, state, and federal laws, which although they may not be referred to herein, are specifically made a part of this agreement.

Vendors agree to allow FCSC to advertise their business information including company name, location, website, Facebook page, products, and owner's names. This information is used exclusively for advertising purposes and may be used in print, radio, social media and TV media. Any vendor that wishes any part of their information NOT to be used for advertising must do so in writing and include it with the application. Check our website <https://www.fortcavazospousesclub.org/> for additional information or contact the Holiday Bazaar Vendor Chairpersons at Vendorcoordinator@fortcavazospousesclub.org if you have any additional questions.

Agreement:

By signing below, I agree to follow the rules established by the FCSC as stated above, and the Killeen Civic and Convention Center.

Signature: _____ Date: _____

To be filled in by Vendor Chairman

Booth Assignment: _____ Electricity: _____ Tables: _____ Chairs: _____ Cash: _____

Check #: _____

Credit/Debit Card: _____