



*The 29<sup>th</sup> Annual Bruin Holiday Craft Bazaar*  
*Saturday, December 3, 2011*  
*9:30 a.m. to 3 p.m.*

Dear Crafters:

Thank you for your interest in Broadneck Senior High School's Annual Holiday Craft Bazaar. Please read this letter carefully as it contains all of the information you will need to ensure a successful day at our show.

The Broadneck High School Holiday Craft Bazaar boasts one of the largest shows in the Annapolis area. With over 125+ talented exhibitors and crowds which have grown to well over 2,000 in attendance yearly, this has become one of Broadneck's premier events.

In the case of inclement weather, the Holiday Craft Bazaar will be rescheduled to Saturday, December 10, 2011. No refunds will be given due to weather related cancellations.

As always, the Bruin Athletic Booster Club plans to serve lunch and beverages throughout the craft show hours and host a bake sale. The bazaar will be open to the public from 9:30 a.m. until 3:00 p.m.

Entrances to all areas used during the show are easily accessible from nearby parking lots, and student volunteers will be available to help with loading and unloading if you need them. Broadneck offers tons of wonderful space for crafters to set up including its massive new gym with its own concession stand!!

This is always a fun and exciting day for everyone! We look forward to seeing the familiar faces from past years and welcome all new exhibitors. Thank you to all of our wonderful crafters from last year. Your outstanding talents are what make this day such an enormous success. We take pride in the success of our bazaar and hope that if you choose to join us your day will be both pleasurable and profitable. Every effort has been made to ensure that both will occur.

If after reading the following information you still have questions, feel free to contact:

**Broadneck High School**  
**Attn: Bruin Holiday Craft Bazaar**  
**1265 Green Holly Drive**  
**Annapolis, MD 21409**  
**Phone: 443.623.2856**

**Email: [Crystal\\_A\\_Johnson@Hotmail.Com](mailto:Crystal_A_Johnson@Hotmail.Com)**

Again, thank you. We will look forward to seeing you at the Broadneck High School Craft Bazaar! Remember ----tell your friends!

Sincerely,  
The Craft Show Committee

**Information Sheet**

**29th Annual Bruin Holiday Craft Bazaar  
Saturday, December 3, 2011  
9:30 a.m. – 3:00 p.m.**

**I. General Information**

1. ***All items for sale must be HANDMADE. Items bought for resale will not be permitted. NO EXCEPTIONS!!! PLEASE BE HONEST!!***

LIMITED spaces will be available for a "Gift Basket" type item. All others must have permission from the Show Committee.

2. Broadneck High School will not be responsible for lost, damaged, or stolen items. Please make sure you have someone to watch your merchandise when you must leave your booth.
3. Refreshments will be sold by the Bruin Booster Club ONLY. No type of food products, homemade or otherwise, will be allowed to be sold by crafters.
4. There is absolutely NO eating in the gym. You may have a drink at your booth if it is kept in a covered container. Refreshments will be sold in the Gym foyer for your convenience.
5. NO SMOKING IS PERMITTED. The use of tobacco in any form is prohibited in school or on school property at all times.
6. Do not use staples or tacks on the gym floor.
7. Tables should be covered to the floor with an appropriate covering.
8. If you need any assistance throughout the day, contact anyone wearing a Bruin Booster tag and they will be happy to help you.
9. Have a great day!

**II. Booth Spaces/Fees**

Booth spaces will be assigned by the Show Committee. Cost of space is as follows:

8 x 10 ft space only.....\$65

8 x 10 ft space with a 6 ft table...\$75

Extra tables - \$10.00 each

Electricity - \$15.00 (Spaces with electricity are limited and will be assigned on a first come, first serve basis.)

NOTE: Limited number of Chairs available – Crafters Only on a First Come/First Served Basis

**\*\*\*ABSOLUTELY NO EXPANSION OF SPACE WILL BE PERMITTED\*\*\***

Please make sure that all of your merchandise and structures fit within the confines of the space you have purchased.

**BOOTH ASSIGNMENTS WILL BE GIVEN TO VENDORS AT CHECK-IN  
ON THE MORNING OF THE SHOW.**

**III. Contract and Information Deadlines**

1. Pictures of sample merchandise for sale **MUST** accompany all applications. Photos **WILL NOT BE RETURNED**. If you already have photos on file please check appropriate box on application.
2. All applications and photos must be received by **NOVEMBER 19, 2011**. Confirmations **WILL NOT** be mailed. **If you want a confirmation, please submit your email address.**
3. Booth assignments may be picked up Saturday, December 3rd, at the Information Table during the set up hours.

**IV. Refunds**

*REFUNDS WILL NOT BE GIVEN AFTER NOVEMBER 19, 2011.*

**V. Set up**

Saturday morning: Set up Saturday morning will begin at 7:30 a.m. **NO SOONER!!** Again, space assignments will be given to you when you check in. In an effort to keep traffic congestion to a minimum on the morning of the show, volunteers will be available to help vendors move merchandise to their assigned areas if needed.

Exhibitors must be in their spaces by 9 a.m. and remain until 3 p.m. Vendors may **NOT** dismantle their booths prior to 3 p.m. Failure to comply or failure to show for the bazaar will automatically forfeit your participation in next year's holiday bazaar.

**VI. Door Prizes**

May be dropped off at the Information Table when you arrive.

**VII. Parking for Crafters**

During unloading, parking will be available for crafters directly in front of the gym entrance. Once crafters have checked in and unloaded, they will be asked to move their vehicles to the far end of the lot in order to free up the spaces near the door for customers/patrons attending the show. There will be volunteers to assist you with unloading. Your cooperation is greatly appreciated.

**VIII. Tax Numbers**

Each vendor is responsible for collecting their 6% Maryland Sales Tax. If you do not have a tax number or have questions concerning the Maryland tax laws, you may contact:

Comptroller of Maryland  
Revenue Administration Division  
800-492-1751  
410-767-1300

**IX. Directions to Broadneck High School**

Take Route 2 South toward Annapolis. Turn left onto College Parkway. Go about 4 miles (eight lights) and turn left onto Green Holly Drive. At the first light, turn right and go straight into the school parking lot.

OR

Take Route 50 to exit 29 B (Cape St. Claire Road). At the traffic light, go left onto College Parkway. At the first light, turn right onto Green Holly Drive. At first light, turn right and go straight into the school parking lot.

# THE 29<sup>th</sup> ANNUAL BRUIN HOLIDAY CRAFT BAZAAR

Saturday, December 3, 2011 (*"Snow" date December 10, 2011*) 9:30 AM to 3 PM

Make Checks Payable To: **BRUIN ATHLETIC BOOSTERS CLUB**

Name of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

*PLEASE CHECK ONE:* Returning crafter \_\_\_\_\_ New crafter \_\_\_\_\_

Email Address: \_\_\_\_\_

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MD TAX ID# \_\_\_\_\_

Type of merchandise (The more specific the better, so that we may be able to place you to your advantage—Pictures are REQUIRED for first-time crafters!)

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Booth Space Requested (Please check)

\_\_\_\_\_ 8x10 ft space ONLY--\$65

\_\_\_\_\_ 8x10 ft space w/6 ft table--\$75

Electricity \_\_\_\_\_ (\$15.00)

Additional Tables \_\_\_\_\_ (\$10.00 each)

Special needs (Such as wall space; Do you have screens or easels? Do you want to be seated next to someone if possible, etc?)

Would you like to donate something that could be used as a door prize?

Yes \_\_\_ No \_\_\_

As an exhibitor, I hereby release the Bruin Athletic Booster Club, Broadneck High School, and all those who assist in the Holiday Craft Bazaar, to be held on Saturday, December 3, 2011 from any and all liability for any damage, injury, or loss to any person or property, from any cause whatsoever arising out of or in any way connected with the aforesaid bazaar.

\_\_\_\_\_  
Signature & Date

Return to:  
Crystal J. Brown  
C/O The Athletic Booster Craft Bazaar  
1265 Green Holly Drive  
Annapolis, MD 21409

**FOR OFFICE USE: DATE RECEIVED \_\_\_\_\_ CONFIRMATION SENT: \_\_\_\_\_**