



RELAY FOR LIFE

EASTER CRAFT BAZAAR



This contract is subject to the following regulations:

1. Rental space reservation is to be paid in full with return of contract. Contract must be returned no later than **March 15, 2014**.
2. Each rental space will be 10'x10'. They will be reserved by order of return of contracts. Tables, chairs, and other displays are not included in the rental fee.
3. The space to be occupied under the terms of this lease **must be set up and attended by 9:00 A.M.** on the day of the event and will remain in place until **the close of the event at 2:00 P.M.**
4. The lessee agrees to use tables, chairs, and other display items with protective bases to safe guard the special athletic floors in the space. Should fixtures have a raw metal base; the lessee will supply a barrier to protect the floor. **Any damages incurred by the individual booth owner will be their financial responsibility to repair**, not the organizers of the event. NOTE: Should the lessee notice anything that may look like damage prior to set up, please let organizers know before setting up. It is not our desire to unduly charge anyone.
5. All booths should look professional. All additional stock should be hidden and out of sight behind table cloths or other displays. Booths should be staffed at all times. If you will need assistance with this, please let organizers know. We will try to have individuals available to assist during necessary breaks.
6. Renter is responsible for cleanup of their area at the end of the event.
7. Relay For Life, Independent Living, Inc., and Brandon Burlsworth Youth Center will not be responsible for any accidents, lost & stolen property, or injuries that may occur during set up through the end of the event.
8. Grounds will be open to vendors at 8:00 A.M. on the day of the event.
9. Vendors are responsible for providing their own insurance for their products. See number 7.
10. Vendors agree not to sell concession style fare at their individual booths.
11. Vendors will park in the main lot located on the far side of the pool in order to leave street parking for potential customers once unloaded.
12. Due to the nature of the event, **there will be no refunds if you are unable to participate**. However a receipt will be provided for tax purposes in the event that an individual cannot participate. **EXCEPTION:** If all electrical booths are filled, the \$10.00 electrical fee will be returned unless designated a donation.
13. Should all spaces be filled, a waiting list will be created in the event of cancellations. If you are unable to participate, entrance fees will be returned unless otherwise donated to Relay For Life.
14. I agree to allow Relay For Life, Independent Living, Inc. or Brandon Burlsworth Youth Center to use any pictures taken during the event for publicity or future fundraising.

I, the lessee: _____, have read the rules for the rental space and hereby agree to said rules.

Responsible Party Signature

Date Signed

Please retain a copy of this sheet for your records.



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RENTAL SPACE SIGN UP

VENDOR SPACES: (Spaces are 10 feet long x 10 feet deep.)

There are **nine spaces** available with electrical outlets. **There is a limit of one 10'x10' electrical space per vendor.** Once these are assigned, they will be gone. Electrical venues will **cost an additional \$10** for the space.

The remaining 31 spaces will be arranged throughout the venue and will not have electrical access. **Limit of 2 spaces** to a vendor so that we might accommodate a larger number of vendors.

Please make checks or money orders payable to: Independent Living, Inc.

- # of spaces: _____ x \$25.00 each = _____
- BOOTH ELECTRICITY AVAILABLE: Add \$10.00 for electricity: _____

TOTAL PAYMENT DUE: _____

Please Remit to: Independent Living, Inc.; Attn: Shawanna Werner; PO Box 2300; Harrison, AR 72602-2300

You will receive a confirmation letter after your space(s) have been assigned. Please find a layout attached. **Please indicate your first, second, and third choice.** We will do our best to accommodate your preference.

NAME OF BUSINESS/ORGANIZATION: _____

RESPONSIBLE PARTY: _____

ADDRESS (MAILING): _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ NIGHT TIME PHONE: _____

EMAIL: _____

WEBPAGE/FACEBOOK PAGE: _____

PREFERENCES FOR CONTACTING: _____

PRODUCT(S) PROMOTING OR SELLING: _____



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RELAY FOR LIFE (RFL):

Relay For Life is a fundraising event hosted by the American Cancer Society on a local, national, and international level. It was started by a doctor who first raised funds by running around a track all night. Unfortunately, that same doctor is now battling his own cancer.

The ultimate goal is to find a cure for all forms of cancer. The current goal is to raise funds totaling \$55,000.00 this year during the duration of the Boone County Relay For Life. Clearly, it would be optimistic to think we could raise that many funds during the Relay For Life Easter Craft Bazaar.

How it works...

Your booth fee is a fund raiser. Once rent is subtracted, all additional funds will be donated to Relay For Life. In addition to the booths there will be a concession stand run by a RFL team, a raffle, and an informational table about RFL where luminaries will be sold. I encourage all of you to stop by the table and learn more about RFL. We would also like to encourage all vendors to consider donating an item for the raffle. This is a great way to bring attention to your wares as well as garnering a tax write off for you or your business. If you decide to donate an item, we will have a form on hand to fill out to make sure you receive a charitable donation receipt. Please note: participation in the Bazaar does not require a donation of an item for the raffle.

What the funds are used for...

Funds raised locally are predominately used locally. They go toward transportation vouchers, housing near treatment centers, and local programs that help cancer patients with adjusting to the changes their bodies undergo. In addition to all these important things, it also helps with developing guidelines for cancer screenings, nutrition, and physical activity. It creates helpful venues that connect cancer patients with available treatment options. Assistance is available 24 hours a day, 7 days a week at 1-800-227-2345 and online at cancer.org. It provides opportunities for free breast and cervical cancer screenings for uninsured, underinsured, and low-income individuals. It funds important research to hopefully find a cure. Finally, it provides support for families, patients, and their caregivers. That is a lot of bang for your buck.



RELAY FOR LIFE EASTER CRAFT BAZAAR



RELAY FOR LIFE EASTER CRAFT BAZAAR:

MISSION STATEMENT: To create an opportunity to contribute to Boone County Relay For Life while allowing the community to support local artisans and home based business owners.

Who can participate...

The Relay For Life Easter Craft Bazaar is for local artisans and home based businesses that provide a creative product. Precedence is going to be given to local artisans. Artisans refer to anyone that creates a handmade product like jewelry, wood working, upcycling anything, crocheting, knitting, sewing, painting, drawing, canning, soap making, pottery, and anything else that requires technique and creativity. If you are concerned your item may not qualify, you can contact Shawwna Werner at cell: 870-577-4923 / work: 870-743-4898 or Leslie Anderson at 870-688-6353. If you have any questions, contact either Shawwna or Leslie.

Onsite Extras...

Raffle: Vendors are encouraged to donate an item to be used as a prize. However, donation is not a requirement of participation. If you choose to donate an item, a form will be provided for your information and the sale value of item for tax receipt purposes. Relay For Life is a non-profit organization and all donations are a tax credit.

Concession Stand: Relay For Life is comprised of teams that compete with each other to raise the most funds. Vendors may sell canned or baked items that will not compete with the concession booth. The concession booth will be an additional team fundraiser. If you have a RFL team and want to run the concession stand, please notify Shawwna 870-577-4923 or Leslie 870-688-6353.

Luminaries/RFL Information Booths: If you decide that you would like more information about Relay For Life, there will be a booth on hand. We would love to have more individuals create teams and join us in this vital community event. In addition to information, RFL will also be selling luminaries. Luminaries are paper bags with candles inside that are used at the Relay For Life event taking place June 13, 2014. RFL is a night event and is designed to mirror the experience of a cancer patient. Luminaries cost \$5.00 each and individuals are encouraged to decorate them. There will be a location on site where people can decorate their luminaries.

Photo Shoot with Easter Bunny: It is our goal to have a photographer onsite that can take pictures with either a real bunny or someone dressed as the Easter Bunny. At this time, we have not yet made arrangements with a photographer. That means that this portion of the event may be subject to change. If you are a photographer or know someone who might be interested, please contact Leslie at 870-688-6353 or Shawwna at 870-577-4923.

Please note: placement may be subject to change due to space constraints. Thank you.

