



Can you believe it is time to start planning this year's event? Thank you for your continued support of our event, none of this would be possible without you! This year's event is scheduled for **Saturday, November 3, 2018 from 9:00am to 3:00pm** (setup Friday 11/2 from 5:00-8:00pm, or Saturday 11/3 from 6:00-8:00am).

**Online Registration:** We have online registration as an option again this year. You are still able to register via regular mail with the attached application, but you are also able to register online if that is your preference once you create an account using this link: <http://leagues.bluesombrero.com/Default.aspx?tabid=1070157>; additional instructions for online registration attached.

**Credit Card Payment:** We are able to accept credit card payments. Any registrations paid by credit card will be assessed a \$2.00 fee, as a pass-through service fee. This will be for both online and mail-in registration.

*Please note that your space includes one table and one chair due to limitations on our available resources. Additional tables and chairs can be requested for a fee of \$10 per table and \$5 per chair, and will be granted once the event layout and resources are finalized.*

**Main Gym** – 10x10 space, 9 spaces slightly smaller due to bleachers:

- Each space is \$55.00 + \$10.00 raffle table donation (with or without electricity)
- Only 9 of the available spaces have electric which is included in your fee

**Cafeteria** – 10x10 space:

- 1 space is \$50.00 + \$10.00 raffle table donation (with or without electricity)
- Only 5 of the available spaces have electric which is included in your fee

**Main Entrance** – 9ft wide space with table, with chairs behind the table:

- 1 space is \$40.00 + \$10.00 raffle table donation (limited electricity – 2 spaces)

**Classrooms** – 8x10 space:

- 1 space is \$35.00 + \$10.00 raffle table donation (limited electricity – two spaces per classroom)
- Four (4) vendors per classroom

**Hallways** – 10ft wide space; table must be up against the wall/lockers, chairs on the sides:

- 1 space is \$30.00 (limited electricity – 2 spaces)

Please note, you still have the opportunity to take the \$5 discount if you do not want a table or chair, and plan to supply your own.

Please note our new address is [stbedeaa@gmail.com](mailto:stbedeaa@gmail.com). Spaces always fill up fast, so your timely response is critical to secure your prior year space. **Registration and payment are required by August 10, 2018.**

On August 11, 2018 all unpaid spaces will be made available to new/returning vendors.

Thank you for your support of the St. Bede Athletic Association – all dollars raised go to supporting Falcon Athletics!

**Vendor Application – Mail-in Registration Only**

Craft/Vendor Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List items that will be for sale in your booth:

\_\_\_\_\_

\_\_\_\_\_

Please see cover letter for space descriptions and availability – tablecloths not provided

<b>Location</b>	<b>Fee</b>	<b># of Space(s) Requested</b>	<b>Electric Requested*</b>	<b>Total</b>
Gym (9 spaces with electric)	\$55 + \$10 raffle item			
Cafeteria (5 spaces with electric)	\$50 + \$10 raffle item			
Main Entrance (2 spaces with electric)	\$40 + \$10 raffle item			
Classroom (limited electric)	\$35 (no raffle item)			
Hallways (2 spaces with electric)	\$30 (no raffle item)			
	No chair or table needed	(\$5.00 discount)		
	Credit Card Fee	Add \$2.00		
		Total Enclosed		

***\*Issued on a first-come, first-served basis***

Please remember that spaces are reserved on a first come, first served basis. We will hold your space upon registration, but it will not be confirmed until payment is received within five (5) business days of receipt of your registration either online or via mail. We are holding past vendor registration open until August 10, 2018, at which time any unpaid spaces will be available to new/existing vendors. Please return your application via email to [stbedeaa@gmail.com](mailto:stbedeaa@gmail.com) and mail your form and payment to:

Holiday Bazaar Registration  
c/o St. Bede Athletic Department  
36399 N. Wilson Road  
Ingleside, IL 60041

Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

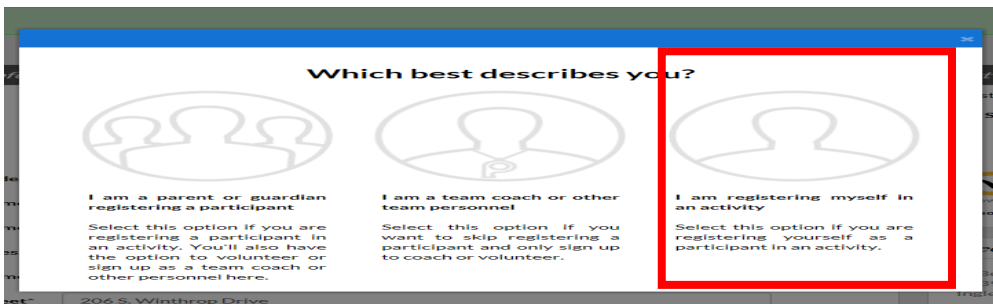
Name on card: \_\_\_\_\_ Mailing address zip code: \_\_\_\_\_

<http://leagues.bluesombrero.com/Default.aspx?tabid=1070157>

1. Welcome screen: Select Register, as shown in the red circle below, enter your information, including creation of a user id and password, then click “create account”. If you used online registration last year, you can login or request a password reset.



2. Enter Primary Parent/Guardian Information...this may seem strange, but we use this for the student sign up as well, so please enter your (vendor) information here.
3. Next screen will bring up the following, select the option shown in the red box below to indicate you are registering yourself as the user:



4. Add any additional information in the next screen, click continue.
5. You will see “2018 Holiday Bazaar” as an available program
  - a. You will see all of the options you have available, including multiple spaces;
  - b. Select your desired location and number of spaces (1 or 2) by clicking the icon **+REGISTER**, and click continue.
6. Enter the required information regarding your name, what you are selling and whether you need electric.
  - a. Next, you will answer the additional questions about equipment and payment type.
    - i. If you select NO to table and chairs needed, you will see your \$5 discount on the next page.
    - ii. If you select YES to using a credit card, you will see a \$2 convenience fee added on the next page.
  - b. Once all items on the page are completed, click continue.
7. You will be brought to the payment option screen, you will see your total, including any discounts/additions, if all is accurate, click continue; if you need to make changes, click “back”
  - c. If you are paying by credit card, you will enter your payment info on this screen and see an option to complete order, at which time your card will be charged and your registration email will be sent to you.
  - d. If you are paying by check, you will confirm your information, click continue, to a screen that asks you to complete your order. Once you click complete order, we must receive your check within five (5) business days, or your registration will be removed and your spot released. Mail checks (with vendor noted on the check) to:

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c/o St. Bede Athletic Department  
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Ingleside, IL 60041