

**HOLY NAME PARISH  
ANNUAL CHRISTMAS BAZAAR**  
Holy Name Social Center  
37 Alderman Street, Springfield, MA 01108

**Saturday, November 16, 2019**  
**10:00 a.m. – 4:00 p.m.**

**VENDOR GUIDELINES:**

1. Spaces at the fair are awarded on a FIRST COME FIRST SERVE BASIS. To guarantee your space, please respond as soon as possible. We have only 40 vendor spaces to rent.
2. Applications must be signed and include the appropriate (*non-refundable*) fee and a **self-addressed stamped envelope**. This envelope will be used to notify you of your acceptance.
3. No displays or booths may be extended beyond allocated size as indicated on your application.
4. All display fronts must have a neatly pressed covering.
5. **SPACE** - 8' x10' foot space includes one 8-foot table and two chairs. Fee is \$40.00 per space. If application is completed by September 1<sup>st</sup>, your space is discounted by \$5.00.
6. Vendors are able to enter the building at 7:00 AM to set up. Please be careful not to block the entrance during set-up, as others are trying to bring in their items, too. We ask that no one break down before closing at 4:00p.m.
7. There is ample free parking at the rear of the parking lot once all your items have been taken into the Social Center. We want to leave the closer spaces available for all our shoppers!!

**APPLICATION DEADLINE:** Vendors are accepted on a first come first serve basis, so we ask that you submit your application as early as you can. If space is still available, we will accept applications up until Friday, November 1, 2019.

**NOTIFICATION OF ACCEPTANCE:** Within two weeks of the receipt of your application and payment.

**For more information, call Peggy Pellerin at (413) 739-1072 (H); (413) 231-4721 (C)**

**Please keep these guidelines and a copy of your application for your files.**