



**Hyer Preschool Association  
2009 Happy Hollydays® BAZAAR  
Guidelines and Information**

**Please read carefully, then sign the attached release form.**

Date: Friday, October 23 and Saturday, October 24  
Time: Friday, 4:00 p.m. - 8:00 p.m., Saturday, 8:30 a.m. - 4:00 p.m.  
Setup: Friday, October 23 9:00 a.m. - 1:00 p.m.  
Application Due Date: August 15, 2009  
Acceptance Notice: September 12, 2009

**LOCATION:** Robert S. Hyer Elementary  
3920 Caruth Boulevard  
Dallas, Texas 75225

1. Entry fee is payable with your application and *will be deposited when vendors are selected* and confirmation of assigned space is made. **PLEASE MAKE CHECKS PAYABLE TO HPA.**
2. **ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN AUGUST 28, 2009 TO BE CONSIDERED.** Applications received after the deadline will be considered only if space is available. Applications must be submitted via regular mail to the vendor chair.
3. **Booth space will be assigned based on when we receive your application.** If there is a specific booth location you prefer, please send in your application as soon as possible. If you prefer a corner booth, please keep in mind that there are a **very** limited amount of those available. Please note: A corner booth is defined as a booth with two open sides.
4. Additional booths are available for purchase if space warrants. Please indicate this request in the designated area on application.
5. In the instance of rain, outside tent booth fees may either be forfeited or booth may be moved inside to a hallway on **Saturday only.**
6. 6'X3' tables may be obtained for \$10 each. Chairs are available for \$5 each. No tablecloths provided. Please bring your own. Electricity is available for \$10.
7. No percentage is charged on your sales. There is no central cashier. Please be prepared to handle all aspects of your sales transactions (cash, check, credit cards) in your booth.

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8. Space sold to specific vendors may not be resold to another vendor. If a purchased booth space cannot be used by the vendor, the vendor must notify the Vendor Chair no later than September 25 and a refund will be issued **only** if space can be filled. Vendor notification of non-attendance past October 5 will forfeit refund entirely.
9. The 2009 Vendor Selection Committee selects the vendors, and every attempt is made to include a wide variety of products and services in our final selection. Every applicant should include a detailed description of your merchandise, prices and current photographs. Photographs will not be returned. Samples of your merchandise, while not required, greatly assist the committee in the selection process. Samples you would like returned must be accompanied with postage, or if you are selected, can be returned to you at check-in.
10. Vendors selected will be emailed a written confirmation on September 12.
11. Vendors not chosen will be notified by September 15, and their entry fee will be refunded. Because the Vendor Selection Committee maintains a working wait list of vendors, any samples that were sent with the entry fee will be returned in early November if the wait listed vendor is not selected by that time.
12. Merchandise set-up time is **Friday morning, October 23 from 9:00 a.m. - 1:00 p.m.** You may also return to continue set up at 4:00 p.m. Vendors are not permitted to access school property prior to 9:00 a.m. **NO EXCEPTIONS.** This is for the safety and welfare of our students. Shelf racks, etc., for display are welcome. A tarp to cover the floor is required if you are painting your merchandise at the Bazaar. Refreshments will be available to purchase during the set up. Please feel free to bring your own. We will also continue to have jugs of water during the Bazaar but we will place them in more convenient areas for the vendors. We will have security guards on the premises Friday night. We also will provide assistance during set-up.
13. Vendors selected to participate in the Bazaar can purchase lunch on Saturday in our Café area. If you need someone to watch your booth while you pick up your lunch, one of our volunteers can help you. Additional snack foods and drinks are also for sale at the Bake Sale.
14. **It is a State Law that under no circumstances are alcoholic beverages allowed at anytime on school grounds. Failure to comply will result in ejection from the Happy Hollydays® Bazaar and your fees will not be refunded.**
15. The Bazaar is advertised in the *Dallas Morning News*, *Park Cities People*, at least one area Billboard, *The Hyer Flyer*, Park Cities Cable Channel and various Bazaar publications. Additionally, signs and posters will be placed in area restaurants and shops, and over 2,000 flyers will be distributed to area churches, pre-schools, and elementary schools.
16. Advertising on the Hyer Preschool Association website, which costs \$15, includes a link to the vendor's website, to be posted from November 2009 through May 2010.