



## New Vendor Registration

Thank you for your interest in our event, supporting the St. Bede Athletic Association. This year's event is scheduled for **Saturday, November 11, 2017, from 9:00am to 3:00pm** (setup Friday 11/10 from 5:00-8:00pm, or Saturday 11/11 from 6:00-8:00am).

We advertise the event at the school, in the church bulletin, online and print publications, on local business marquees, and we place signage all over Ingleside, Fox Lake, and the surrounding areas. We always have a packed house, regardless of the weather; rain, snow, or cold, our patrons brave it all for our event. We do not charge and admission fee, have concessions, and an *amazing* bake sale as well. We provide a shuttle service to the vendor parking area, as well as loading/unloading help from our St. Bede service club.

**Online Registration:** We have online registration as an option for the event. 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>.

**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 in effect for both online or mail-in registration.

### Main Gym – 10x10 space:

- 1 space is \$55.00 + \$10.00 raffle table donation (with or without electricity)
- 2 spaces are \$105.00 + \$10.00 raffle table donation (very limited availability)
- Only 9 of the 31 available spaces in the Main Gym 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)
- 2 spaces are \$95.00 + \$10.00 raffle table donation (very limited availability)
- There is limited availability for electricity in this location.

### Main Entrance – 10ft wide space with table, with chairs behind the table:

- 1 space is \$40.00 + \$10.00 raffle table donation
- 2 spaces are \$75.00 + \$10.00 raffle table donation
- Only seven (7) spaces are permitted in the Main Entrance.

### Classrooms – 10x10 space:

- 1 space is \$35.00 (limited electricity)
- 2 spaces are \$65.00
- Four 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 are \$55.00

**NOTE: All spaces can be discounted \$5.00, if you are able to provide your own table and chairs.**

Our email address is [stbedeaa@gmail.com](mailto:stbedeaa@gmail.com). Spaces always fill up fast, so your timely response is critical to secure your space. Registration and payment are required to secure your space.

Please feel free to contact me directly so I can answer any and all questions you might have about this event. 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

Location	Fee	# of Space(s) Requested	Total
Gym-with electric (9 spaces)	\$55 + \$10 raffle item		
Gym-no electric	\$55 + \$10 raffle item		
Cafeteria (limited electric)	\$50 + \$10 raffle item		
Main Entrance	\$40 + \$10 raffle item		
Classroom (limited electric)	\$35 (no raffle item)		
Hallways (limited electric)	\$30 (no raffle item)		
	No chairs or table needed	(\$5.00 discount)	
	Multiple space discount	(\$5.00 discount)	
	Credit Card Fee	\$2.00	
		Total Enclosed	

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 11, 2017, 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: \_\_\_\_\_

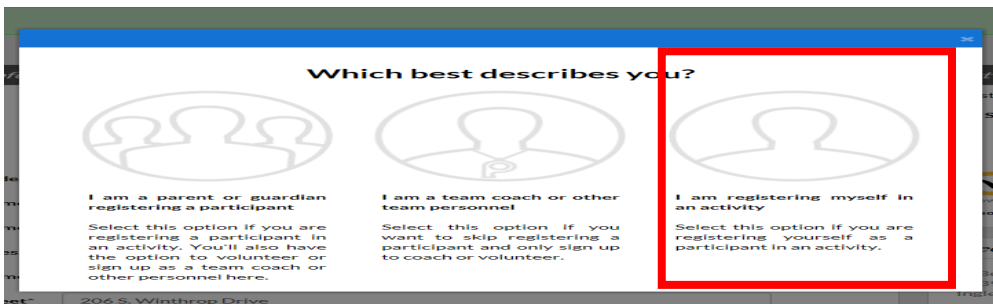
Name on card: \_\_\_\_\_ Mailing address zip code: \_\_\_\_\_

<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 “2017 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:

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

This is the first year we are offering online registration, but we anticipate we will hit some bumps in the process. In light of that, please email [stbedeaa@gmail.com](mailto:stbedeaa@gmail.com), or call Elizabeth McLaren 847-845-6385 with questions.