

ARROW HEIGHTS ORGAN TRANSPLANT FUND
NEW LIFE BAZAAR
SATURDAY, SEPTEMBER 22, 2012

❖ **LOCATION:** ARROW HEIGHTS BAPTIST CHURCH
3201 S. ELM PL. Just North of 101st Street on Elm (161st E. Ave.)
BROKEN ARROW, OK 74012

The Arrow Heights Organ Transplant committee would like to invite you to participate in our SIXTEENTH New Life Bazaar. We will be raising funds for organ transplant recipients and those waiting to receive a transplant. Booth rental fees will go to the ARROW HEIGHTS ORGAN TRANSPLANT FUND.

We are going to continue the tradition of giving away door prizes donated by the participants. We've had tremendous response to this. We will have a bake sale in which all proceeds go directly to the Organ Transplant Fund. Concession will be open from 8:00 – 5:00 with breakfast and lunch available for purchase.

Deadline for applications is September 19th. There will be an increase in booth rental of \$5 for all applications postmarked after **August 15th**. The “choice” spots go to the first applications received. We will be able to accommodate approximately 120 booths. We will be sending out your booth assignments by August 25th. Your confirmation and booth assignment will be sent to you by email or you can enclose a self-addressed stamped envelope.

Advertising Efforts Will Include The Following:

- Press releases will be sent to surrounding area newspapers including the Tulsa World, BA Ledger, Urban Tulsa and others.
- Press releases will be sent to area radio and TV stations.
- Previously we have appeared on “Six in the Morning” show on Channel 6.
- Street signs at strategic intersections in the Broken Arrow area the week of the show, if allowed by the City of Broken Arrow.
- Information posted on several local websites and calendars.
- Announcements made during Worship Service, in the church bulletin and the newsletter.

Please tell other crafters about our show, so we can make this successful for everyone. Applications and information is available about the craft show and our fund at, www.ahotf.com

Craft Show Guidelines

All **HANDCRAFTED ITEMS** WILL BE ACCEPTED and a limited number of **ITEMS HANDCRAFTED BY OTHERS AND PURCHASED FOR RESALE**. We will only accept one representative from national product lines (cosmetics, kitchen wares, certain jewelry and candles). Because of the fall season we are requesting no sales of Halloween merchandise, such as witches, ghosts and monsters. Autumn, fall and harvest merchandise is acceptable. We reserve the right to deny display of anything we consider in bad taste or that may be offensive.

Inside Booths: SIZE: 10'Wide by 7' Deep

Cost of inside booths (without electric) is \$45 through August 15th. Booths with electric will be \$50. Booths with electricity are located along the wall; therefore if you are in this area you must pay for electricity for each booth rented. These spaces are limited. There will be an increase of \$5 for each booth if application is **postmarked after August 15th**. We will provide 2 chairs upon request for free. Eight foot tables are available for \$10 (only one per booth will fit). Please request these on the applications. If you prefer a particular area you may request it and we will do our best to accommodate you. The earlier you get your application in the better choices you will have.

Outside Booths: SIZE: 10'Wide by 8'Deep

Cost of outside booths is \$35, without electricity, \$40 with electricity. This fee will increase \$5 if **postmarked after August 15th**. Outside booths are for the display of yard and garden accessories, live plants and flowers, or farmer's market type products. There are approximately 10 booths outside. These booths are located next to the building under a portico. You will be responsible for further protecting your products from the environment.

SET UP

Inside booth set up will be from 3 PM to 9 PM Friday, September 21st and 7 AM to 8:45 AM on Saturday, September 22. It is important that you be ready for business before 9AM. Please bring adequate change and sacks. The hours of the show are 9 AM to 4 PM. Unsold merchandise is not to be removed until 4 PM, September 22 without authorization. Outside booths can start setting up September 22, at 7 AM.

SALES TAX

If you have an Oklahoma Tax ID number and pay your own taxes, you must give us your number to turn in to the Oklahoma Tax Commission. If you do not have a number, you will be required to pay sales tax at the end of the show. We will have the forms for you to do so.

Crafters who find they cannot participate should notify Rita Janssen, 369-6222, as soon as possible. There will be no refunds after August 15th, 2012. Only primary applicants will receive instructions. If you are sharing a booth please make sure your partner is informed. We ask that there be no more than 2 crafters per booth, manned by adults only.

If you have any questions call Rita Janssen @ 369-6222 or rjanssen@olp.net or Bill Sheofee at 918-625-4771 or hogfan628@cox.net. Our website is www.ahotf.com. PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE.

PLEASE SUBMIT APPLICATION, PAYMENT, AND A SELF-ADDRESSED STAMPED ENVELOPE (if you don't want to receive your confirmation by email) TO:

NEW LIFE BAZAAR
 3201 S. Elm Pl.
 Broken Arrow, Ok 74012

Make checks payable to: **ARROW HEIGHTS ORGAN TRANSPLANT FUND**

Fill in all blanks. Please print clearly.
 List each person participating and all merchandise to be displayed.

Name	Tel. #	
Address	E-Mail	
City	State	Zip
Name	Tel. #	
Address	E-Mail	
City	State	Zip

Please give a complete description of the Craft or Product you will exhibit.

Oklahoma Tax ID # _____ OR YOU WILL BE REQUIRED TO PAY SALES TAX AT THE END OF THE SHOW.

Number of **inside** booths w/o electric _____ @ \$45 ea. = \$ _____ *After 8/15, \$50*
 Number of **inside** booths with electric _____ @ \$50 ea. = \$ _____ *After 8/15, \$55*
 Number of **outside** booths w/o electric _____ @ \$35 ea. = \$ _____ *After 8/15, \$40*
 Number of **outside** booths with electric _____ @ \$40 ea. = \$ _____ *After 8/15, \$45*
 Number of Tables 1 @ \$10 \$ _____
 Total Paid \$ _____

I want _____ number of chairs (2 free) Last year's booth # _____ (if known)

I WILL CONTRIBUTE A DOOR PRIZE _____ (tax receipt available upon request)

Office use only

Date recvd _____ # of Bths I _____ O _____ Ck# _____ \$ _____ Elec. _____ Tbl. _____ Chr. _____ Bth# _____