



Holiday Bazaar & Tack Sale

November 14th

Northwest Arts Center

9825 NE 24th Street

Bellevue WA

Equestrians Institute is holding a Holiday Bazaar and Tack Sale in conjunction with its annual membership meeting. The meeting will be held prior to the tack sale. The Northwest Arts Center is a great location since it's just 16 blocks north of Bellevue Square. Besides advertising the event to the over 300 Equestrians Institute members, notices will be placed in local public media and signs will be posted in the area.

Schedule:

- 8:00 – 9:45 Tack Sale/Holiday Bazaar Setup (Studio D)
- 8:30 – 9:00 Continental Breakfast for EI Members/Vendors (Studio C)
- 9:00 – 9:45 Equestrians Institute Annual Meeting (Studio B)
- 9:45 – 3:30 Holiday Bazaar & Tack Sale (Studio D)
- 3:30 – 4:30 Tear down and clean up (Studio D)

Additional Information for Vendors:

Entry fee: \$55 per six feet by six foot exhibitor space. EI members receive a \$10 discount. (\$45 fee). The entry fee includes one table that is six foot long table by thirty inches wide.

Acceptance of Entries: Entries must be received by November 9th and is limited to space available (approximately 25 exhibitors). A maximum mix of types of items being sold is desired and will be part of the acceptance criteria if there are more entries then space will allow.

Parking: To ensure adequate parking for customers, once unloaded and set up, all exhibitors are required to move their vehicles to on street parking in the neighborhood. They can be moved back into the parking lot for tear down.

Liability Limitations: Equestrians Institute will not be responsible for loss or damage to merchandise or display items as well as personal injury to the exhibitor throughout the event.

VENDOR NAME: _____ ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF MERCHANDISE TO BE SOLD: _____

Questions call Diana Axness at (425) 466-4845 or email diana@einw.org

Mail Application and payment check made out to Equestrians Institute to:

Diana Axness, 7505 334th Ave SE, Fall City, WA 98024