



**Brooklyn Animal Shelter**  
8300 Memphis Avenue  
Brooklyn, Ohio 44144-3007  
[www.brooklynshelter.org](http://www.brooklynshelter.org)  
[brooklynshelter@sbcglobal.net](mailto:brooklynshelter@sbcglobal.net)  
(216) 741-1213

## **Subject: Upcoming Holiday Bazaar Information**

To Whom It May Concern:

The Brooklyn Animal Shelter will be holding its seventh annual Holiday Bazaar on Saturday, December 3<sup>th</sup> at **Dr. Martin Luther Evangelical Lutheran Church at 4470 Ridge Road in Brooklyn**. Doors will be open to the public at 9:00 a.m. and close at 4:00 p.m.

We are very excited about the change in venue for this year's bazaar because it is going to allow us to have a separate room for dining and the Elf Shop while the vendors will be in a large gymnasium. The church has a very nice parking lot and handicap access. There are electrical outlets which locations will be assigned on a first come first serve basis. We are expanding our lunch menu with several other delicious choices this year.

We are pleased to offer bigger tables this year at 8 feet for only \$30.00, two for \$55.00, or three for \$80.00. You may also chose to bring your own table, in which case you can rent space for \$25. We will try to have it set up so that you can also have extra space for shelving to display items. However, you need to let us know if you'll have shelves ahead of time.

Patrons will be given a ticket which will allow them to earn a free raffle ticket after making purchases from three vendors. We did this a couple years ago and it helped make sure people visited each table.

We are asking vendors to donate a raffle prize worth \$15 minimum. Don't forget to attach a card identifying your donation to the item. Raffle prizes will be awarded hourly. You must turn in your raffle prize to Nancy before being allowed to set up. Vendors will get one free raffle ticket and free coffee during the show.

Reservations for tables and spots will be on a first come, first serve basis. Checks may be post-dated and will be held until November 15, 2011 and not cashed until that date. There will be no cancellations after November 20, 2011. If at any time you have any questions or comments please call Nancy at 216 661-2418. As we receive checks and signed contracts in the mail, we will be numbering them. This is how we will be keeping track of who is "first come, first serve." Page 2 is a contract for you to sign if you are interested (and we hope you are). Please return page two to Nancy with your check made payable to Brooklyn Animal Shelter. This contract may be copied and given to a friend who sells nice things.

### **Mail contracts to:**

**Nancy Kofron**  
**4091 Brookhill Circle**  
**Brooklyn, OH 44144**

Once again, thank you for your prompt response!

December 3, 2011 Holiday Bazaar Contract/Waiver

Name \_\_\_\_\_ *Please Print*

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ What I sell \_\_\_\_\_

*Please be specific for advertisements and send us a business card or pictures.*

Collectibles \_\_\_\_\_ Gifts \_\_\_\_\_ Crafts \_\_\_\_\_ Other \_\_\_\_\_

Tables wanted; amount enclosed: one \_\_\$30 two \_\_\$55 three \_\_\$80 or \_\_number of spaces @\$25 ea

Please check the following special needs that we will try to accommodate on a first come, first serve basis:  
\_\_\_\_need electric outlet \_\_\_\_wheelchair \_\_\_\_near bathroom \_\_\_\_ wall

I (we) hereby release, acquit and forever discharge, Brooklyn Animal Shelter, it's officers, members, sponsors, organizers, or any other representatives and/or their successors and assigns, as well as the Dr. Martin Luther Evangelical Lutheran Church for any and all liability whatsoever relative to participation in the Holiday Bazaar.

\_\_\_\_\_  
Signature of Vendor

1. Each spot will have 2 chairs provided.
2. Electrical outlets are not guaranteed.
3. Decorate your spot in any way you like so as to not damage church property.
4. Be ready to sell by 9:00 a.m.
5. ALL SALES ARTICLES NOT SOLD MUST BE TAKEN OUT WITH YOU. WE CANNOT DISPOSE OF THEM FOR YOU. We will dispose of rubbish (empty boxes or wrappings such as newspaper, etc.).
6. We are not responsible for lost, stolen or broken items.
7. Vendors are expected to remain until 4:00 p.m. unless sold out.
8. Emergency Contact number \_\_\_\_\_.

Shelter use only:

Received \_\_\_\_\_ Number Assigned \_\_\_\_\_ Amount Enclosed \_\_\_\_\_