

2019 CAMP HUMPHREYS HOLIDAY BAZAAR



Dear Vendor,

The United Club would like to cordially invite you to participate in the 2019 Camp Humphreys Holiday Bazaar, to be held on November 22-24.

Camp Humphreys is a military community located a short distance from the city of Pyeongtaek and adjacent to the town of Anjeong-ri. The Garrison currently supports over 25,000 soldiers, civilians, and their family members. That number is expected to grow significantly over the next several years. In its sixth year, the Camp Humphreys Holiday Bazaar is the largest Bazaar serving American military families on the Korean Peninsula and attracts customers from other military bases in Korea including Seoul and Daegu.

The purpose of the Bazaar is to allow our military soldiers, civilians, and their family members the opportunity to experience the varied cultural merchandise available to them in Korea and other countries in Asia. Through the Bazaar and other events throughout the year, we raise funds that are given back to Camp Humphreys and to the local community in the form of Grants and Scholarships. Through our fundraising efforts, we were able to give away over \$93,000 last year.

We are offering a 10' x 10' space (roughly 3 meters by 3 meters) for \$200.00 (₩240,000), and each additional ½ space (of 5' x 10') will cost \$100.00 (₩120,000). Vendors may purchase a maximum of 4 spaces. We will do our best to accommodate all requests. In the past, the United Club took an additional 15% of your gross sales and requested that each vendor donate one item (from their business) to be used as prizes at the Bazaar. This year, we still are asking for a donation for a \$50.00 opportunity drawing gift, but are no longer asking for 15% of your sales. In addition, you will handle all transactions that your business generates. You decide if you want to take won, dollars, debit and/or credit cards. No more waiting for the money you've earned and no more long lines at the cash cage. We are charging more for the space fees so you will have more flexibility with your business. Electricity will be an additional \$25 if you require it. 1 table per space will be provided for you (tablecloth not provided). If you need additional tables you can either bring your own or rent additional ones for \$10 each.

If you wish to participate in the Bazaar, please return the enclosed reservation form to unitedclubbazaar@gmail.com by October 20, 2019. We are working on an easier method of payment and will notify you how to pay for your space once we receive your form. Upon receipt of your reservation and payment, you will be forwarded additional information. All cancellations must be made by November 1, 2019 **or space fees will be forfeited.**

I look forward to working with you on this very special community event. Should you have any questions, please feel free to contact me at 010-5759-6753, Sukey Wood at 010-3125-7111 or email us at unitedclubbazaar@gmail.com.

Sincerely,
Valarie Adams
Bazaar Chairperson

2019 Camp Humphreys Holiday Bazaar
VENDOR RESERVATION FORM

Please make your checks or Money orders payable to: United Club

IDENTIFICATION

COMPANY NAME _____

VENDOR NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____ NAFSAC NUMBER _____

TYPE OF MERCHANDISE _____

EMAIL ADDRESS _____

AREA REQUESTED

SINGLE SPACE (\$200.00 or W240.000) _____ (10' X 10')

ADDITIONAL SPACE (\$100.00 or W120.000) _____ (5' X 10')

TABLES REQUIRED (\$10 each additional table) _____ (1 Provided)

OUTLETS (\$25.00) ☐ YES ☐ NO

Please note: Vendors are required to bring their own tablecloths and tables if you require more than the one that will be provided along with display items.

Vendors set up will be Thursday, November 21st from 1200 - 1700 and Friday, November 22nd from 0900 - 1400. You must be completely set up by 1400 on Friday, November 22nd. There is a MANDATORY vendor meeting at 1500 on Friday, November 22nd, 2019.

VENDOR DONATION

As a part of the 2019 Camp Humphreys Holiday Bazaar, we are requesting that each vendor will donate a \$50.00 item (from their business) to be used as an opportunity drawing at the Bazaar. We will be collecting them as you check into the Bazaar. Please list below the item you are willing to donate. Thank you very much for your generosity.

1. _____

VENDOR INFORMATION SHEET

Due to the force protection at Camp Humphreys, we will need to obtain some information from you in order to make your entrance onto post easier. Please fill out the following information and return it with the previous forms. The below information is needed for everyone you plan on bringing with you to the bazaar.

Company Name _____

Vendor's Name (Last, First) _____

Passport#, SSN# or KID Number _____

Nationality _____ Date of Birth _____

License Plate Number _____ Vehicle Model (Year): _____

Insurance Policy # _____ Policy Expiration Date: _____

We require the name, date of birth and passport or ID number of everyone that will be with you when entering post. Please include their information below. Individuals not listed will not be allowed access to Camp Humphreys. If bringing another vehicle or trailer please include that information as well.

(MM/DD/YEAR)

Name _____ Passport/KID Number _____ DOB _____

Name _____ Passport/KID Number _____ DOB _____

Name _____ Passport/KID Number _____ DOB _____

Name _____ Passport/KID Number _____ DOB _____

Please note: All vendors attending must provide their date of birth (DOB)

All identification indicated on this form must accompany vendors in order to gain access to Camp Humphreys. Final information documents will be mailed or emailed out to Vendors upon security clearance.

***During the bazaar each approved person will need 2 forms of identification to enter Camp Humphreys.**

****Completed Vendor Information Sheet is due no later than October 20, 2019.**

All cancellations must be made before November 1, 2019. If your cancellation is not made before this date, **space fees will not be refunded**. Also, if you are a "no show" for the Bazaar, you will be charged the fees for the spaces you have reserved.

Vendor Reservation forms may be sent to: unitedclubbazaar@gmail.com