

The 46th Annual Holiday Bazaar

Hosted by the Eppson Center for Seniors

Call for Vendors!



We are excited to be in touch with you about another Holiday Bazaar! This successful market draws large crowds every year and holds such an important place in the Laramie community's holiday experience. Since you've been a part of this market with us before, we'd like to extend an early invitation for you to apply for this year's market, to be held on **Saturday, November 14th from 10am to 4pm**, back on the old stomping grounds, the Albany County Fairgrounds!

Interested in participating?

You can fill out your application online at <https://forms.gle/z632bMGuf2fNjgCs9> and send your payment by check.

Or, print and fill out the enclosed application and return it with your payment as soon as possible!

Important Details

Please make sure to become familiar with these details to make sure everything runs as smoothly as possible!

Costs

To meet the costs of hosting the bazaar and to make sure that we are able to support the work of the Eppson Center through this fundraising event, the vending fees this year are:

- \$80 per 8' space along the wall/electricity
- \$65 per 8' space in the interior of the venue



Application process

- Method of application does not determine assignment of spaces. This is determined by postmark of payment.
- We will continue to give priority preference to return vendors, with space preferences based on date of registration and postmarked payment in full. If you wish to bring your completed application and payment to the Eppson Center, we will use the date received.
- When filling out your application, please see the attached map for the layout of the space and availability of electrical outlets along the walls, and use the numbers on the map to indicate your preferences for spaces on your application. Please remember that fire codes explicitly restrict uses of extension cords to wall spaces.
- Please save your map for future reference.
- We will have a waiting list for vendors. We will notify you by email if you are on the waiting list, and will also notify you by email if there is a vacancy. Payment will be required to be postmarked within 24 hours of notice of acceptance.

Vendor Spaces

- Fire codes require us to be very specific about the amount of space per vendor. For this reason, each space will be marked out prior to set up and vendors must keep all displays and products within the marked space. Failure to do so will result in the termination of the vendor's participation.
- When considering your preferred space(s), please keep in mind that spots are limited so we will do our best but might not be able to accommodate all requests.
- Vendors selling food items will be placed near the dining room in order to minimize possible damage to other vendors' items. If selling food, please note that on your application and chose your space preferences accordingly.

Payments and Confirmation

- Payment must be paid by check, made out to Eppson Center for Seniors. Include your business name, if applicable, on the memo line.
- The earlier we get your application and payment, the more likely it is that you will get your preferred space(s)!
- No post-dated checks will be accepted, and your reservation will be cancelled if your check is refused by your bank for any reason.
- If your application is successful, you will receive confirmation by your preferred method of contact no later than October 31. If you have not received a confirmation by that date, please contact us at eppsonbazaar@gmail.com.
- Submission of payment does not necessarily guarantee a space or spaces at the Holiday Bazaar. We reserve the right to deny an application at our discretion. In such cases.
- Each vendor will be responsible for collecting their own payments and tax. Sales tax in Laramie is 6% and a list of vendors will be sent to the Wyoming Department of Revenue.

Cancellations and Refunds

- If for any reason we can not accept your application, we will be return checks as soon as possible.
- The last day to cancel with a refund is October 21.
- Cancellations after October 21 will NOT be refunded unless we are able to fill the space(s).
- Refunds will be mailed by November 17.



Set Up and Break Down

- Please indicate on the application if you require a table(s) to be provided for you.
- If you prefer to set up the day before the bazaar, you may do so from 3:00-7:00 pm on Friday, November 13th.
- Set up on the morning of the bazaar begins at 8:00 am
- Please do not break down your space(s) before the end of the market at 4 pm.
- Please do break down your table and put it on the racks provided at the end of the bazaar.



Thank you in advance for your application, and for your help in supporting the important work of the Eppson Center for Seniors. We usually average 1000-1200 shoppers during this event and we are so excited for a new year of arts & crafts and can't wait to see all of your glorious creations! If you have any questions, please contact us at 307-745-5116 or eppsonbazaar@gmail.com.

The Eppson Center for Seniors
2026 Holiday Bazaar Application

We're excited and thankful that you're going to join us for the 46th Annual Holiday Bazaar! Please fill out this page and return it with payment to reserve your spot!

Respond to all questions. Failure to do so may result in your application being denied.

2026 Costs:

- \$80 per 8' by approx. 5' space along the wall/with electricity
- \$65 per 8' by approx. 5' space in the interior of the venue

Your name: _____ Do you require ADA access? Y N

Name of your business, if applicable: _____

Mailing address: Street: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone number: _____

Preferred method of contact: ___ Email ___ Phone

Please describe the products you will sell:

Who makes the items you will sell? _____

Number of spaces you prefer: _____ Number of tables you need provided: _____

Preferred spaces (use the numbers on the attached map that correspond to your choices):

Choice 1 _____ Choice 2 _____ Choice 3 _____

Spaces are assigned according to approval of application and receipt of payment. While we may not be able to accommodate everyone's preferences, we will do our best!

Please return this form with your check, made payable to Eppson Center for Seniors and with your business name (if applicable) in the memo line, to:

Holiday Bazaar
c/o Eppson Center for Seniors
1560 N 3rd St
Laramie, WY 82072

Office Use Only

Date rcvd: _____ Check #: _____ Space(s) assigned: _____

Confirmed date: _____ Initials: _____ Notes (write on back): Y N

2026 Holiday Bazaar Map

Please use this map to identify your preferred space(s) and save it for future use.

Note that this map is not absolutely to scale.

Each grey rectangle covers the approximate placement and area of one allotted 5'x8' space.

Electricity icons represent our best approximation of electrical outlets in the venue.

The east entrance will be designated an exit route during the event.

Areas outlined or marked with red MUST remain clear during the event.

