

MONTAVILLA EAST TABOR BUSINESS ASSOCIATION  
HOLIDAY BAZAAR 2011  
Friday, December 9 through Sunday December 11, 2011  
PO Box 33342  
Portland, OR 97292-3342

Montavilla East Tabor Business Association is pleased to host the METBA HOLIDAY BAZAAR 2011 as part of our annual Four Frosty Friday's celebrations. We are very excited about this year's event and want to make it the best event for all our participants. This event is listed in The Oregonian and Oregon Live Holiday Bazaar Directories. There will be additional advertising as we get closer to the event.

Artists and vendors will have the following options for displaying their work:

- One(1), ten (10') foot by ten (10) foot booth spaces for \$60.00
- 6 foot table spaces with about 3 feet behind the table for \$35.00.

Note: METBA members will be given a \$10.00 credit for vendor space rental. Some spaces will be along the wall and some will be in the middle of the room. Vendors will be required to supply their own tables, chairs and any other display furniture they will need for their booth. Please be sure to include all the information requested on the registration form, especially if your displays are higher than 36 inches. We want to prevent adjacent booths from being blocked by their neighbors. Requests for electrical outlets will be honored whenever possible.

Bazaar Hours will be:	<b><u>Date</u></b>	<b><u>Hours</u></b>
	Friday, December 9 <sup>th</sup>	4pm to 8pm
	Saturday, December 10 <sup>th</sup>	10am to 5pm
	Sunday December 11 <sup>th</sup>	11am to 3pm

Spaces will be assigned the morning of December 9, 2011. Set up begins at 9am Friday December 9. All spaces must be set up and prepared for the METBA HOLIDAY BAZAAR 2011 by 3:30 pm Friday.

We will be holding a raffle during each event day to help support future METBA holiday events. We would appreciate any donation of items from vendors to include in the raffle.

We also ask that all vendors invite customers from their mailing list to this event. METBA will provide up to 50 postcards and an e-Postcard to each vendor that requests them to help advertise the event.

To complete your request for a reserved space, your form and check, made payable to METBA, must be received by November 18, 2011.

Sincerely,  
Alema McCrea  
Event Coordinator  
metbaevents@gmail.com