

VENDOR APPLICATION and EXHIBITOR AGREEMENT

Event: 24th Annual Eastlake Holiday Bazaar (2017)
Date/time: Saturday, **November 4, 2017** from 9 am to 3 pm
Address: Eastlake High School, 400 228th Avenue NE, Sammamish, WA 98074
Setup: Friday, Nov. 3 from 4:30-6:30 pm and/or Saturday, Nov. 4 from 6:30-8:45 am

Registration and Fees:

- **Registration contracts are due no later than August 30, 2017.** You will receive a confirmation email when your contract is received. Late contracts are accepted only as space permits.
- **All booth fees are non-refundable.**
- **Each vendor must donate one item PER BOOTH with a retail value of no less than \$30, to be used in a raffle.** Bring your donation to the raffle booth during setup on Friday or no later than 8:30 am on Saturday.
- **Tables are NOT provided** but are available for an additional charge of \$20 (size 8' X 30").
- **Two chairs per booth are provided.**
- **Electricity** is available for an additional charge of \$20. Booths with electricity are available on a first-come first-served basis, and the number available depends on how they fit into the floor plan. **You will need to bring an extension cord if you have a booth with electricity.** (If you purchase but are not assigned a booth with electricity, we will refund the electricity charge.)
- **Food will be available on site for purchase.**
- No commissions are collected by EHS PTSA. Event sales are the responsibility of each individual exhibitor. **EHS PTSA will not collect money on behalf of any exhibitor.**

General Information:

- Individual **booth size** is 10-feet wide by approx. 3- to 5-feet deep (depth depends on location).
- **All merchandise must be juried prior to the event date, including items that are new to previously juried vendors. All items must be handcrafted by the vendor. Imported or mass-produced items may not be sold. Other items allowed at the discretion of the EHS Holiday Bazaar Committee.** Vendors in violation will be asked to leave and will not receive a refund. To arrange for new products to be juried, please mark the box on the contract.
- **All vendors must submit examples of their work. Acceptable examples are a link to a website, an Etsy account, or a Facebook page.** You may also submit photo examples of your work with your completed application.
- You are responsible for supplying any display props, shelves, tablecloths, etc. that you may want to use. **All fixtures and all products must fit within your allotted booth area.** It is not possible to display merchandise on the floor in front of or adjacent to your booth space or to block the aisles. This will be strictly enforced due to fire codes and heavy attendance.
- Tables will not be covered or skirted by EHS. Your tablecloth should reach the floor and may not be plastic. You may not damage walls, floors, tables or other EHS property. No nails or tacks can be placed in the walls, and signs can only be hung using blue painters tape.
- You are responsible for staffing your table throughout the event.
- You are responsible for cleanup and removal of your merchandise at 3 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 4 p.m. Please ask for assistance if needed.
- Any items left behind will become the property of EHS PTSA.
- All proceeds from this event benefit the students of Eastlake High School.

EHS PTSA will be responsible for:

- Listing the Eastlake Holiday Bazaar in local publications.
- Placing signs/banners around the Sammamish plateau and Redmond areas.
- Providing you with electronic flyers for your distribution.

Liability Limitations:

- EHS PTSA will not be held responsible for losses, including but not limited to the following:
 - Merchandise or any display items that may be lost, stolen, or damaged in any way.
 - Personal injury to the customer or exhibitor during setup, cleanup or during bazaar hours.
 - Merchandise destroyed by fire or other.
- If you are a food exhibitor, food must be displayed according to all health regulations.
- Product insurance is not available as EHS PTSA does not own the products.

Eastlake Holiday Bazaar

Vendor Application

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Applications and check payment are due by the deadline noted on the EHS PTSA website (www.ehsptsa.org). Please make checks payable to *Eastlake High School PTSA*.

Mail to: Eastlake Holiday Bazaar
c/o Gigi Predmore
209 238th Avenue SE
Sammamish WA 98074

Your Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Previous vendor? Yes No If no, how did you hear about us? _____

Description of your products: _____

Facebook/Etsy page or website of your products*: _____

*If you do not have online representation of your products, please include photos and descriptions of all products and display with this application (or email photos to holidaybazaar@ehsptsa.org). We will contact you if additional information is needed.

Event Space Reservation	Quantity	Description	Cost	Total
		Single Booth (approx. 10' x 3'-5')	\$75	
		Double Booth (i.e., two single booths)	\$140	
		Table (8' x 30")	each \$20	
		Electricity (limited # available)	\$20	
		TOTAL DUE		

Special requests (wall behind you, near a friend, etc.): _____

Note: We cannot guarantee your requests, but we will do our best!

I have read and understand the Exhibitor Agreement, including the Liability Limitations, and agree to abide. I agree to donate one raffle item, per booth, valued at no less than \$30.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Check #: _____ Amount: _____