

**25th Annual Eastlake Holiday Bazaar**  
**EXHIBITOR AGREEMENT**

**EHS Holiday Bazaar stands out as our vendors offer Unique, handmade items only!**  
**Handmade-(hand-meyd) made by hand, rather than by machine.**

**Event Address:** Eastlake High School, 400 228<sup>th</sup> Avenue NE, Sammamish, WA 98074

**Event Date & Time:** Saturday **November 3rd, 2018** from 9 a.m. to 3:00 p.m.

**Event Setup:** Friday **Nov. 2nd** from 4:30-6:30 pm and/or Saturday **Nov.3rd** from 6:30 - 8:45 a.m.

**Registration and Fees:**

- **Registration contracts are due no later than August 30th, 2018 October 15<sup>th</sup> , 2018 (Extended!).** Late contracts only accepted as space permits.
- **All booth fees are non-refundable.**
- **Electricity** is available for an additional charge of \$20. Booths with electricity are available on a first come basis and the # depends on how they fit into the floor plan. You will need to bring an extension cord. If you pay for but are not assigned a booth with electricity we will refund the electricity charge.
- **Each VENDOR must donate an item or items with a retail value of no less than \$30 to be used in a raffle.** Please make sure your raffle item is signed in at the raffle table.
- **Tables are not provided** but are available for an additional charge of \$25 (size 8' X 30"). One chair per booth will be provided. If you need another chair we will try to accommodate you.
- **Food will be available on site for purchase you can also pre-order lunch.**
- No commissions are collected by EHS PTSA. Event sales will be the responsibility of each individual exhibitor. EHS PTSA will not collect money on behalf of any exhibitor.
- All proceeds from this event benefit the students of Eastlake High School.
- Vendor highlights and ad space is available in our program.

**General Information:**

- Individual **booth size** is 10' wide by approx. 3 – 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 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 and 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 3:00 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 4:00 p.m. Please ask for assistance if you need help.
- Any items left behind will become the property of Eastlake High School PTSA.

**EHS PTSA will be responsible for:**

- Providing you with electronic flyers for your distribution.
- Placing signs/banners around the Sammamish Plateau and Redmond area.

**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 bazaarMerchandise destroyed by fire or any other disaster.
- 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.

# 25TH Annual Eastlake Holiday Bazaar Exhibitor Registration Contract

Register Online at <http://bazaar.ehspta.org/home>

Registration Contracts & Online payments or checks Due by ~~August 30th, 2018~~  
October 15, 2018 (Extended!)

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

Signature: \_\_\_\_\_

Previous Vendor? Yes / NO                      If no, how did you hear about us? \_\_\_\_\_

Your Name \_\_\_\_\_

Co Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Facebook page, Etsy, or Website (if none, please attach photos of your products):

\_\_\_\_\_

Description of your products:

\_\_\_\_\_

Any information you would like to request (wall behind you, near friend, etc.):

\_\_\_\_\_

Note: We cannot guarantee we will be able to fulfill all requests, but we will do our best.

**ALL PRODUCTS MUST BE JURIED BY COMMITTEE BEFORE APPROVAL.**

Please make your selections for your bazaar needs:

Quantity	Description	Cost	Total
	Single Booth (approx. 10' x 3' – 5')	\$85	
	Double Booth (i.e. two single booths)	\$160	
	Tables (8' x 30")	\$25 each	
	Electricity (limited # available)	\$20	
	Vendor Spotlight in Shopper's Guide	\$20	
	Vendor Box Lunch Includes sandwich, chips, bottled water and cookie	\$12 each	
	Ham		
	Turkey		
	Veggie		
<b>TOTAL DUE</b>			

Please make checks payable to "Eastlake High School PTSA", and mail to:

**Eastlake Holiday Bazaar**  
c/o Gigi Predmore  
209 238<sup>th</sup> Avenue SE  
Sammamish WA 98074

**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Notes: