

33rd Annual Eastlake Holiday Bazaar
EXHIBITOR AGREEMENT

Event Address: Eastlake High School, 400 228th Avenue NE, Sammamish, WA 98074

Event Date & Time: Saturday November 7th, 2025, from 9 a.m. to 3:00 p.m.

Event Setup: Friday Nov. 6th from 5:30-7:30 pm and/or Saturday Nov. 7th from 6:30-8:45 a.m.

Registration and Fees:

- **Final Registration contracts and payments are due no later than October 1st.** Space is limited. Booths will be assigned on a first-registered, first-served basis.
- **All booth fees are non-refundable, unless the event is cancelled.**
- **Electricity** is available for an additional charge of \$20. Booths with electricity are available on a first-come basis, and the number available 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.** Raffle items are donated on the day of the event.
- **Tables are not provided** but are available for an additional charge of \$25 (size 8' X 30"). One chair per booth will be provided.
- 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 at Eastlake High School.

General Information:

- Individual **booth size** is approximately 10 feet wide by approximately 3 – 5 feet deep (depth depends on location). Vendors must stay within their allocated area.
- **All merchandise must be approved prior to the event date, including items that are new to previous vendors. All items must be handcrafted by the vendor. Imported or mass-produced items may not be sold. Other items are allowed at the discretion of the EHS Holiday Bazaar Committee.** Vendors in violation on the day of the bazaar will be asked to leave and will not receive a refund.
- **All vendors must submit photos of their work** with their completed application. Products will be approved prior to the event, and registration fees will be returned if items do not meet our guidelines.
- You are responsible for supplying any display props, shelves, lighting, 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 painter's 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 bazaar.
 - Merchandise 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.