

SES PTA Vendor and Craft Fair

March 21st and March 22nd 5:00-7:30 at SES Gymnasium
During evening conferences

Thank you for your interest in participating in the Somers PTA Vendor and Craft Fair. This event will be open to the parents and family members of SES and Mabelle Avery Schools. The PTA will also be selling pizza and water in the cafeteria. The PTA will also staff a table for a drawing where one item donated from each Vendor will be featured as a prize.

Our mission is to provide a safe, family atmosphere where people can shop with their children. The intent of the event is to promote local business and crafts people in our community while generating funds for the Somers PTA.

You may set up a table on both evenings or just one evening. The Vendor may bring in one 6 to 8ft table. The price for one evening is \$15 for one evening (per area) or \$25 for both evenings (per area). You will not be able to leave your items for an overnight stay. Tables must be broken down each evening.

Please review the rules & information below, complete the agreement and return it with your payment no later than 2/24/13.

By participating in this fair, you have read the information below and agree to the following rules. If the rules are not followed, vendors may be asked to leave the event and will not be allowed to participate in future events.

RULES & INFORMATION

1. Parking is available in the designated spaces on the left parking lot at the school. No parking on the grass areas.
2. All Vendors are responsible for their own set-up and clean up. Vendors may set up between 3:30-5:00. No Vendor may be in the school prior to 3:30. All Vendors are expected to be set-up and ready by 5:00 pm. Vendors will use the side entrance for unloading their merchandise and then must immediately move their vehicle to a parking space. All Vendors will be located in the school gymnasium and hallway.
3. Vendors will have between 7:30-8:15 pm to breakdown their table. All vendors must leave school premises no later than 8:30.
4. No items may be left behind. Vendors are expected to take all merchandise, props, trash, decorations, etc. with them upon leaving the event.
5. Electricity is very limited at the school. Spaces near an electrical outlet will be given on a first-come first-served basis. Vendors will be required to supply their own extension cords and power strip.
6. Somers PTA reserves the right to deny a Vendor from participating in the event should the products be deemed inappropriate for an elementary school event. Vendors therefore will complete a description of the merchandise they will be selling on the form below.

(please turn over for application form)

7. No refunds will be given for any cancellations after 3/14/11. No refunds will be given after the event has occurred for any reason. There will be a bounced check fee of \$15. In the event that Somers PTA must cancel this event, the PTA will refund the space rental fees in full to Vendors.
8. Set-up: Vendor table assignments will be assigned on a first-come/first served basis and must be paid in full before a table will be assigned. Papers will be taped to the floor with the Vendors name so that you know where to set-up.
9. There may be applications from Vendors who sell the same product line. Vendors will be accepted on a first come-first served basis. Those who have completed the application and paid in full will have the first opportunity to participate.
10. You may bring a 6 or 8 ft table and you will have space around the area for any additional items. We will not have tables available to borrow.
11. Each Vendor will donate one item to be used by the Somers PTA at a raffle table area.
12. Vendors agree that the Somers PTA will not be held liable for lost, stolen or damaged merchandise.

Somers PTA Vendor Fair Registration

_____ Please check to acknowledge that you have read the Rules & Information pages and agree to the terms and conditions set forth therein.

Please Print:

Name: _____

Home Address: _____

City: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Company or Business Name (as you would like to be listed): _____

Please briefly describe the products that will be offered at the fair:

Check one: Checks payable to Somers PTA or Cash

_____ Will **only** participate on Wed, March 21st for a fee of \$15.00

_____ Will **only** participate on Thursday, March 22rd for a fee of \$15.00

_____ Will participate on both evenings for a fee of \$25.00

_____ I require electrical power for my table. Please describe why and what you will be powering: _____

Please return form (along with your payment) to SES office by student or mail payment to:
Somers Elementary School, Attn Terri Lewis, PTA, 4 Vision Blvd, Somers, CT 06071

For further information or questions: Terri Lewis: 413-237-1650(c) or email at stclewis@cox.net