**Rachel Carson Elementary Winter Bazaar 2018**

EXHIBITOR AGREEMENT

Event Address: Rachel Carson Elementary, 1035 244th Ave NE, Sammamish, WA 98074 Hosted by Rachel Carson PTSA.

Event Date & Time: Thursday, December 6, 2018 from 5pm to 7:30pm

Check-In:

* Exhibitor set-up will be on Thursday, December 6, from 4:00 – 5pm.
* You are responsible for supplying any tables, display props, shelves, tablecloths, etc. that you may want to use. No nails are permitted in walls.
* If electricity is needed, you must indicate it on this contract to ensure placement near outlet. You will need to bring an adequate extension cord. Electricity will be available on a first come basis and how it fits into the floor plan.
* You are responsible for staffing your table throughout the duration of the event.
* You are responsible for clean-up and removal of your merchandise at 7:30 pm. You may not begin to disassemble until that time. Clean up must be completed by 8pm.
* Any items left behind will become the property of Rachel Carson PTSA.

Registration and Fees:

* All proceeds from this event benefit the Rachel Carson PTSA.
* Space is limited: approved vendors will be accepted on a first come/first serve basis.
* There will be a limit of one vendor per business unless authorized by the Event leaders.
* Make checks payable to Rachel Carson PTSA.
* The non-refundable registration fee is $10 for students and $20 for all other vendors. Exhibitors will provide their own table(s) of **up to 10 ft long by 3 ft wide.** Ideally, tables are between 5-7ft. Exhibitors will also provide chairs, if desired. Due to fire code regulations vendors may not display merchandise in front of doors, on the floor in front of or adjacent to the assigned booth space. This will be strictly enforced.
* There will be no commission collected by Rachel Carson PTSA for vendor sales.
* All merchandise must be previewed prior to the event date. Any special display props will also need preauthorization.
* Sales of food items intended for consumption at the event is prohibited unless you are registered as a Food Truck and have appropriate permits for food sales.

**Liability Limitations:**

Rachel Carson 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 exhibitor during set-up, pack-up or during bazaar proceedings.
* Merchandise destroyed by fire or other.
* If you are a food exhibitor, food must be served according to all City, County or State Health regulations.
* Product insurance is not available as Rachel Carson PTSA does not own the products.

Please drop off this completed and signed agreement at the front office at Rachel Carson by 11/26/2018

I have read and understand the Exhibitor Agreement, including the Liability Limitations and agree to abide by it:

Name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Fill in all information requested below.

Crafter/Artisan Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered online? \_\_\_\_\_ (yes/no) Student? \_\_\_\_\_\_\_\_\_ (yes/no)

Name of Business (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (if available):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of items to be sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Size & number of tables you will be bringing (to help with room layout):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electricity required? Yes\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_

Please bring your own appropriate grade extension cord.