

Rachel Carson Elementary Winter Bazaar 2023

EXHIBITOR AGREEMENT

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

Event Date & Time: Thursday, November 30 from 6pm to 8:00pm

Check-In:

- Exhibitor set-up will be on Thursday, November 30th, from 5:30pm – 6pm.
- 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 8:00 pm. You may not begin to disassemble until that time. Clean up must be completed by 8:30pm.
- 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, **Carson PTSA members will receive priority.**
- 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 current students. Registration fee for other vendors is **\$20**.
- Exhibitors will provide their own table 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. Home-made food items intended for consumption after event should be individually packaged, all ingredients clearly listed.

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 email this completed and signed agreement to social@carsonptsa.org - Please drop off the check at the front office at Rachel Carson by 11/22/2023 or until all vendor slots are filled.

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:

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:

Size of table you will be bringing (to help with room layout):

Will you be bringing special props? (yes/no)

Electricity required? Yes_____ No_____

Please email social@carsonpts.org if you have any questions.