

**Howard PTO Bazaar Application 2017**  
**Saturday, December 2nd ~ 9am-3pm**  
**Location: Howard Elementary School**

**Vendor Information**

Business Name(optional): \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Product description: \_\_\_\_\_

Website(optional and for promotion purposes)

\_\_\_\_\_

Electrical hook-up required? \_\_\_\_\_

(Extension cords are the responsibility of the seller)

**Cost for an 8 ft table (please note how many tables you will need)**

\_\_\_\_\_ \$25 (per table) if paid by Nov. 10th \_\_\_\_\_ \$30 (per table) after Nov. 10th

**Registration: Once you have registered and your application has been accepted, you will receive a confirmation which includes payment information. Please if you plan on dropping off your payment and application at the same time get pre approval by either calling or emailing the PTO.**

**\*\*Please review the Craft Fair Rules and Regulations on the next page. By submitting your application, you are agreeing to the rules and regulations of the Howard PTO Bazaar.**

**Initial** \_\_\_\_\_

## **Howard PTO – Holiday Bazaar Rules and Regulations**

Table Fees are non-refundable

Fees must be received once application is approved

Please include a photo of your craft or reference to a website with your application

Electricity is available on a first come first serve basis

**We will limit the number of similar items. Vendors will be taken on a first come first serve basis. Space is limited, so register early!**

### **Disclaimer:**

1. Neither Howard PTO, 4J School District, Howard Elementary, any of it's employees or volunteers will be liable for any damage, theft, or injury to customers for product liability. You are solely responsible for your property and person(s) at all times. By signing this contract the vendor person agrees that neither he/she nor his/her representatives will take any legal action against any of the above named and will follow all rules and regulations.

2. Set-Up: We will be at Howard Elementary starting at 7:30 am., and the room will be set-up for your arrival. Two chairs will be supplied per space reservation. Table assignments will be made prior to the date of the event. Each vendor will be assigned an 8' table. Vendor must provide table linens to cover their tables and any lighting for your display. Additional items are to be stored underneath the table. Bring your own supplies (tape, bags, change, extension cords, etc.)

3. Parking: We will be asking vendors to park in The Bus loop located next to the parking lot.

4. Check-In: Upon arrival to the Bazaar, there will be a vendor information table. Please check in to receive your table assignment. There will be no changing assigned spaces. We will try to honor all special requests for table placement. Upon receiving your table assignments we will direct you to the best place to park and unload your merchandise. Please supply your own dolly if necessary.

Contact Brande Trumbull at [howardelementarypto@gmail.com](mailto:howardelementarypto@gmail.com) with questions or for additional information.