**Chesterfield PTA Craft & Vendor Show**

**30 Saddle Way, Chesterfield, NJ 08515**

Dear Crafter or Vendor,

We are pleased to announce the **2016 PTA Craft and Vendor Show** will be held on Friday, December 2th, 2016 from 6:00PM - 9:00PM at the Chesterfield Elementary School. The profits from this event will benefit the Chesterfield Elementary School PTA.

We are currently accepting applications for crafters and vendors for this fundraising event. Each space costs $15 and will fit a 6’ table. We have a limited number of tables that you can rent for an additional $10. Participants are also asked to donate a gift basket worth $10-$25 of product (upon arrival) to the PTA for a gift raffle. You may reserve multiple spaces, if needed. All vendors will be accepted on a first come, first served basis. Only one vendor per direct sales/catalog-based business will be accepted.

Enclosed you will find a Crafter/Vendor Application & Agreement. Thank you again for your interest. We look forward to hearing from you soon!

Sincerely,

Chesterfield PTA

Jackie Halaw & Kari Forwood

jackiehalaw@gmail.com

kforwood@gmail.com

**Chesterfield PTA Craft & Vendor Show**

**Crafter/Vendor Application**

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

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

Business Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State, ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Product Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Each space will fit a 6’ table. $15 per space. You may bring your own tables or rent a table for $10 each.

Number of spaces requested : \_\_\_\_\_\_\_\_ x $15 = $\_\_\_\_\_\_\_\_\_

Number of tables needed: \_\_\_\_\_\_\_\_ x $10 = $\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT ENCLOSED $\_\_\_\_\_\_\_\_

Mail Crafter/Vendor Application, signed Crafter/Vendor Agreement, and a check made payable to “Chesterfield PTA” to: Chesterfield Elementary School

Attn: PTA - Craft/Vendor Show

30 Saddle Way

Chesterfield, NJ 08515

For Office Use: Date Received \_\_\_\_\_\_\_\_

Application Received \_\_\_\_ Agreement Received \_\_\_\_

Check # \_\_\_\_\_\_\_\_ Confirmation Mailed \_\_\_\_\_\_\_

**Chesterfield PTA Craft & Vendor Show**

**Crafter/Vendor Agreement**

The undersigned does hereby make application for exhibitor space at the **2015 PTA Craft and Vendor Show** will be held on Friday, December 2th, 2015 from 6:00PM - 9:00PM at the Chesterfield Elementary School. If accepted as a participating crafter/vendor, the undersigned agrees to abide by the following conditions:

1. Payment in full is required by November 20, 2016. All checks returned to use by the bank for non-payment will be subject to a $30 fee.
2. Cancellations must be made in writing no less than 7 days prior to the event for a full refund. Cancellations received less than 7 days prior to the event will not be refunded.
3. All registered vendors may arrive to set-up between 5:00PM - 5:30PM. The event will begin promptly at 6:00 PM and ends at 9:00PM. Early packing or leaving will not be allowed. Doing so may cause confusion with the other crafters/vendors and attendees.
4. The crafter/vendor agrees to obtain all necessary permits and licenses and comply with any local ordinances (state sales tax, fire codes, etc.) before the event; to file all required tax forms; and to pay all state and local taxes from sales at the event.
5. The Chesterfield School District and the Chesterfield PTA shall not be responsible for any injury, loss, or legal action that may arise or come to the crafter/vendor or his/her goods or to the public from any cause whatsoever while show premises are being occupied under this agreement. Crafters/Vendors are responsible for their own insurance coverage and waive all claims for personal injury, damages to persons or property, including but not limited to medical expenses, suits, fees, etc. howsoever incurred against the Chesterfield School District.

I have read, understand, and agree to abide by all terms and conditions of this Crafter/Vendor Agreement to be participating crafter/vendor in the Chesterfield Girls Night Out Craft and Vendor Show.

Your Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_