



Student Vendor Event

"I Made It" Bazaar

Student Vendor Registration Form

Friday, December 7, 2018

6pm - 8pm

*****Application Deadline: Friday, November 9, 2018*****



Are you a future entrepreneur? Bring your creativity, your passion, your ingenuity, your awesomeness! On December 7th, 2018, Weisenberg PTO will host their first annual Student Vendor Event. The PTO will also open Weisenberg PTO's Holiday Shoppe during this time. This event is open to ALL Northwestern Lehigh Students in grades K-12.

2018 Vendor Rules and Guidelines

Application Deadline

Application and \$5.00 fee due no later than Friday, November 9th, 2018.

Location

Weisenberg Elementary School - 2665 Golden Key Road Kutztown, Pa 19530

Time

6 pm - 8 pm

Set-Up

4 pm - 6 pm

Vendors will not be permitted to enter the school prior to 4pm.

Check-In

Upon arrival, please check-in at the tables in the lobby. Please do not proceed to your booth location and begin set-up prior to check-in. Vendor booth assignments may have changed or been moved.

Sales

Vendors are to keep 100% profit made during the event. Weisenberg PTO is hosting this event as a way for the students and siblings to learn about business and sales. We want the students and their siblings to enjoy this experience. We are hoping this event allows students and their siblings to spend time with their families creating their products and now selling them. We want this event to be a safe area where the students and siblings can sell their products.

Rules and Regulations

- Vendor fee to participate is \$5.00 per vendor space.
- Only one student vendor/product sale is permitted per \$5 booth space.
- Once payment is accepted, NO REFUNDS will be issued.
- Payment is due in full at the time the application is submitted. Payment may be made in cash or check. **Please make checks payable to Weisenberg PTO.** Payments are non-refundable.

- If your child is a Weisenberg Elementary student applications and payment can be sent in to school with your child. If your child is a student of any other Northwestern Lehigh school, please mail your application and payment to:

Weisenberg PTO
C/O Mel Martin
3838 Crestview Ct. New Tripoli, Pa 18066

- Vendors must occupy their exhibit space and be present during the event hours.
- One parent/guardian **MUST** be present at all times with vendors in grades K-5.
- Vendors are responsible for the delivery, set-up and removal of their displays and materials
- Weisenberg PTO will provide (1) folding table, (1) chair and exhibit space per \$5 registration fee. If additional space/tables are needed, vendor must get approved prior to the day of the event.
- All tables are to be covered with a tablecloth, boxes should be stored under tables, out of sight.
- Check-In, delivery and set-up will be permitted beginning at 4pm. Please do not send any vendor event material to school with your child. Vendors will not be allowed to enter the school prior to 4 pm.
- Vehicles may only be temporarily parked in the loading and unloading areas. Vehicles must be removed from the loading and unloading area and moved into the parking area as soon as loading and unloading is completed so we can keep the area open to other vendors. No vehicles can park in the loading zones after 5:45 pm.
- Weisenberg Elementary School, Weisenberg PTO, or any person working with the vendor event, will not be liable for any damage to the or the theft of any property, nor will they be a party to any legal action taken against them. Vendors are responsible for safeguarding their booths, equipment and product from any and all theft and hazards.
- Special requests (e.g. booth location, proximity to other vendors, etc.) should be noted on application, but are not guaranteed or implied. Weisenberg PTO will do their best to accommodate all requests.
- Please *NO* direct or multi-level marketing sales.
- Vendors are not permitted to sell any food or drinks at their booths along with their product.
- Vendors do not have exclusivity of any one product type. Weisenberg PTO will do their best to keep similar product types apart, but it is not guaranteed.
- Booth space assignment is subject to change up to the day of the event.
- Set-up must be completed by 6 pm. Tear-down may not begin until 8 pm on the day of the event unless approved by Weisenberg PTO.
- All vendors are responsible for the garbage inside their booth space. If the space is not clean at the end of the event, the vendor will be fined a minimum of \$10.
- In the result of a vendor failing to occupy assigned space by designated start time, Weisenberg PTO has the right to utilize such space in any manner they choose. Vendor shall be entitled to no refund.
- All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety are to be strictly obeyed.

Holiday Shoppe

Weisenberg PTO will have their annual Holiday Shoppe open during this event. Holiday Shoppe will be open during the hours of 6pm - 8pm. Holiday Shoppe will be located in room 140/141. Students are welcome to shop alone during this time in this room only. Holiday Shoppe takes both cash and credit card as a form of payment.

Snack Stand

Weisenberg PTO will be selling Philadelphia Pretzel Factory pretzels and hot chocolate during this event in the main school lobby.

If you have any additional questions please contact:

Mel Martin

weisptovp@gmail.com

484-350-9605



Think **LEFT** and think **RIGHT**
and think **LOW** and think **HIGH**.
On the **THINKS** you can think up
when you **TRY!**

- Dr. Seuss -

Please return this application form along with registration fee. One applicant/business per section.

*****Application Deadline: Friday, November 9, 2018*****

Name of Applicant #1: _____
Vendor Item/Product to be sold: _____
Home Address: _____
School Name: _____ Teacher: _____ Grade: _____
Email: _____ Contact Number: _____
Does your business have a website or Facebook page? _____
I will need a table: YES NO I WILL BRING MY OWN
Additional Notes:

Name of Applicant #2: _____
Vendor Item/Product to be sold: _____
Home Address: _____
School Name: _____ Teacher: _____ Grade: _____
Email: _____ Contact Number: _____
Does your business have a website or Facebook page? _____
I will need a table: YES NO I WILL BRING MY OWN
Additional Notes:

Name of Applicant #3: _____
Vendor Item/Product to be sold: _____
Home Address: _____
School Name: _____ Teacher: _____ Grade: _____
Email: _____ Contact Number: _____
Does your business have a website or Facebook page? _____
I will need a table: YES NO I WILL BRING MY OWN
Additional Notes:

Waiver: As a participant in the vendor fair it is understood that I/WE the undersigned or any member of my party **will not** hold the Weisenberg PTO or any person working with the vendor fair responsible for any damage to the or the theft of any property, nor will be a party to any legal action taken against them. I/we the undersigned agree to abide by the guidelines set forth for this vendor fair.

Signature: _____

Please email Mel Martin with any questions or concerns at weisptovp@gmail.com