

Greenfield PTO Holiday Shoppe

VENDOR APPLICATION

Date: **Saturday, December 5th, 2009** Location: **Greenfield Meeting House**
Fair Hours: **9am-3pm** *Snow or Shine*

Eligibility: Crafters, Handmades, Vendors, White Elephant, Flea Market. Limited Direct Sales and Food vendors allowed (Tupperware, Avon, etc.) on a first come, first serve basis. Vendor must participate for the entire duration of the event.

Fee: Participation fee is **\$20 for each 4'x 6' Indoor Space (Space is VERY Limited so book today!)** (Fee is **Non-refundable**) (set-up, i.e.: table, chairs, tent etc. is vendors responsibility)

Space is available on a first come, first served basis.

Checks should be made payable to Greenfield Elementary PTO and returned to the address below with a self addressed stamped envelope and the completed application.

Notification: You will receive your assigned location and instructions in the self address stamped envelope you provided with this application approximately 7 days before the event.

Deadline: December 1st, 2009. After December 1st, Participation Fee is \$30.00

Please complete this form and return this portion of the form with your payment:

I would like to reserve _____ INDOOR 4'X6' SPACE.

NAME: _____ PHONE: _____

BUSINESS: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

Please describe below the items you will be exhibiting:

How did you hear about this event: _____

I agree to assume full responsibility for any damage, loss, or theft to my exhibitor/property, and agree that I will indemnify and hold harmless the Town of Greenfield, the Greenfield Elementary PTO and the Holiday Shoppe Committee and its volunteers from any claim or cause resulting from my actions.

I have read and understood the terms of this event as described on page 2 of this document.

SIGNATURE: _____

MAIL THIS FORM TO:

GES PTO

c/o Katherine Heck

860 Forest Road

Greenfield, NH 03047

Checks Payable to: Greenfield PTO

OFFICE USE ONLY:

DATE RECIEVED: _____ AMOUNT: _____

CHECK #: _____ CASH: _____ SPACE #: _____

SINGLE BOOTH: _____ DOUBLE BOOTH: _____

If you would like more information you can contact Katherine Heck at 603-547-2450 or e-mail us at greenfieldelementarypto@yahoo.com. This application along with area points of interest, food and lodging information can be found at the Town of Greenfield's website www.greenfield-nh.gov.

Terms for participation in the Holiday Shoppe, December 5th, 2009

1. The Holiday Shoppe is a family friendly event organized by the Greenfield Parent Teacher Organization to unite the community and to raise funds to support educational enrichment programs at Greenfield Elementary School.
2. The entry fee of *up to* \$30.00 entitles you to one 4' x 6' indoor table space. Spaces may be shared by more than one vendor at no additional cost. Fee is non-refundable.
3. Vendor set-up, i.e.: table, chairs, tent etc. is the vendors responsibility. Table will NOT be provided. All vendor items are to be displayed within these spaces, not in aisles, walkways, or exits.
4. Vendor must agree to remain set-up for the entire duration of the event.
5. Applications must be postmarked by **December 1st**, or the participant fee increases to \$30.00.
 - Completed vendor application form
 - Entry fee(s)– Check payable to: **Greenfield Elementary PTO**
 - Self Addressed stamped Envelope
6. You will receive your assigned location and detailed instructions in the self address stamped envelope provided with this application, or your check will be returned to you by December 1st, 2009.
7. Vendor participants please note: Space is assigned on a first come first serve basis. If more than one participant applies to be in the fair that owns the same type of business every effort will be made to keep variety throughout the fair and direct competition at a minimum.
8. **Set up time is 7:00 a.m. to 8:45 a.m., Saturday, December 5th, 2009.** You will need to check in with a PTO volunteer before 8:30 a.m. or you will be considered a “no show” and we reserve the right to fill your space with another vendor.
9. Vendor is responsible for their displays, providing their own cash boxes, and monitoring their own space.
10. Vendor will remove all trash, boxes, etc. from their booth before leaving.
11. The Town of Greenfield, the Greenfield Elementary PTO or the Holiday Shoppe Committee will not be responsible for the loss, theft of, or damage to vendor's items or for personal injury or the loss of money during the Holiday Shoppe event.
12. For more information or questions please contact Katherine Heck at 603-547-2450.or e-mail us greenfieldelementarypto@yahoo.com.

Thank you for your participation...

The children of Greenfield Elementary School will directly benefit from your support through educational enrichment programs paid for with the proceeds from this event!