

Columbia Elementary School Fall Festival

Saturday, October 28th, 2017 10am – 4:00pm

Vendor Application

Registration Fee:

$40 for one 10’W x 8’ Deep Space w/ no electricity, $60 for two 10’W x 8’ Deep Space w/ no electricity

$50 for one 10’W x 8’ Deep Space w/ electricity, $70 for two 10’W x 8’ Deep Space w/ electricity

*\*A donation made for the Fall Festival Silent Auction is also required to help support our fundraising efforts. This can be dropped off at the school or picked up by the PTA*\*

Company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of products to be sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you prefer to be indoors or outdoors? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Silent Auction Donation Item\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Registration Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Checks made out to CES PTA)

Vendors will be set up in the Cafeteria at the school. Set up for vendors will begin no earlier than 6pm on the Friday before the event. The school and PTA Members cannot be responsible for anything left overnight. Please submit this form and payment by Monday, Oct. 23, 2017 to: Columbia Elementary School PTA, 667 Balch Road, Madison, AL 35758.

If you have any questions, please contact: Jennifer Arent at membershipcolumbiapta@gmail.com.

\* Please see additional sheet for Info on set-up, rules, and take-down!

Columbia Elementary School Fall Festival

Important Information for Vendors

* Set-up can begin no earlier than 6pm on Friday, Oct. 27th.
* If you choose to set up at this time, I would suggest only tables and display units and no product. **Columbia Elementary School and PTA will not be responsible for any theft, injury, or any such liability before, during and after the Fall Festival!**
* **All vendors are required to bring their own table, chairs and any supplies (like extension cords) that they may need to set up their booth**
* All vendors must be completely set up by 10am on Saturday morning!
* If you will require electricity, please bring your own extension cord to hook into a junction if necessary.
* Each booth will be approx. 10’W x 8’ Deep
* Only new products may be sold at this event!
* We ask that you have a person at your booth at all times during the Fall Festival.
* We also ask that you do not begin to pack up until 4pm so that the customers will have time to shop. If for some reason you should need to pack up and leave early, please find a PTA member and let them know.
* Only one car per vendor will be allowed as there is very little parking.
* If you will require help in setting up your booth, please let us know in advance.
* If you choose to have an outside booth, you are responsible for providing your own table, chairs and canopy if needed. No electricity is provided for outside booths.
* Registration must be submitted by Oct. 23rd. After your registration has been submitted, you will be contacted to let you know that you have been accepted as a vendor. If you are not contacted shortly after you have submitted your registration, please contact Jennifer Arent membershipcolumbiapta@gmail.com. This process will help to ensure that we do not have two businesses that are the same there.
* ***Vendors are selected on first come, first serve basis when application and money are turned in.***

 If you have any other questions concerning the Fall Festival or about being a Vendor, please contact:

Jennifer Arent

VP of Membership

Columbia Elementary School

(425) 591-4085

membershipcolumbiapta@gmail.com