



# Mukilteo Elementary PTSA Holiday Bazaar



## Invitation to Participate as a Vendor / Exhibitor

Mukilteo Elementary School PTSA invites you to participate in our Holiday Bazaar. Space is limited so we will limit the number of entries we accept, so, **RESERVE YOUR SPACE NOW!** Please remember to include an accurate and detailed description of your Craft along with the name of your Business.

All applications will be considered based on type of products being offered as we are looking to have a varied event. If your application is accepted you will be notified via Email and you will need to have your Fee to us by December 1<sup>st</sup>.

If you intend to share a booth with a friend, please include both names & businesses on the application. You may contact Wendy Robinson at [wendy98275@gmail.com](mailto:wendy98275@gmail.com) or 425-442-0909 if you have any questions or need further information.

Our fair will be advertised in local media and online. Concessions will be available for purchase for the convenience of vendors and customers.

All proceeds from booth rental and concessions will go toward the Mukilteo Elementary School PTSA general fund.

PLACE	Mukilteo Elementary School 2600 Mukilteo Speedway Mukilteo, WA 98275
DATE	Thursday, December 8 <sup>th</sup>
TIME	5:30pm - 8:30pm Set up from 3:30-5:00pm Clean-Up from 8:30-9:30pm
TABLE RENTAL	One (1) 6ft Table for \$50.00 <i>(PTSA Members will receive \$5.00 off table rental)</i>
REFUNDS	No refunds will be given for cancellations after December 1 <sup>st</sup> , 2011

### REQUIREMENTS & RESTRICTIONS

- ✓ You may not sell, or have items on display, which are not appropriate for a family atmosphere or have purchased goods to re-sell.
- ✓ You **MUST** have **MERCHANDISE ON HAND** to sell to customers for \$30 or less. Many items under \$10 sell very well at these events. You may have items that are over \$30 but these may not sell well at this event.
- ✓ You **MUST** be able to have your Table set up by 5pm. No Exceptions.
- ✓ Any Catalog orders taken must be received and delivered to customers in time for the Holidays
- ✓ Table Coverings will not be provided by the PTSA so please bring your own if you require them. You will receive 1 table and may not bring another as space is limited.
- ✓ If you need an outlet you must let us know when you register as outlet areas are limited.
- ✓ You may **NOT MOVE** or rearrange your Table's location nor can you bring an additional Table as space is limited.
- ✓ If you have a special Stand or other such items necessary for your display you **MUST** get approval from us to do so.

**Additional helpful information:** Our school has over 600 children and this is a very popularly attended event. Having "one night only" Special Deals will help your table sell better. Also, having a FREE Drawing (to collect contact information) will draw people to your table.

For your Fee, you will be thanked as a contributor in our newsletter, on our website [www.meptsa.org](http://www.meptsa.org), and receive a personal thank you note from our executive board. All donations are also tax deductible because Mukilteo Elementary School PTSA is a volunteer run 501(c) (3) non-profit organization. You will also receive a receipt for your donation via mail after the event.