Vendor Contract for
2012 Mt. Healthy Elementary School
Christmas Craft Fair

Thank you for your interest in participating! Proceeds from our sale will be used to fund classroom technology and field trips for our students!

Location:
* Bartholomew County 4-H Fairgrounds

Dates and Times:
- Saturday, December 1 from 9:00 a.m. to 3:00 p.m.

Deadlines:
- Signed contracts and payments must be received by November 1. Checks or money orders should be made payable to Mt. Healthy Elementary School PTO. (Please do not send cash). Contracts and payments can be dropped off at the school or mailed to:
  Mt. Healthy Elementary School
  Attn: PTO
  12150 S St Rd 58
  Columbus, IN 47201
- Checks will be deposited by November 15th, 2011.
- A $25 fee will be collected for returned checks.
- Booth fees are non-refundable after November 15, 2011.

Vendor Information:
- Booth space will be assigned prior to the show, and will be determined by the order that contracts and payments are received. Every effort will be made to place vendors in an advantageous place, and apart from others selling similar items. Booth space will be approximately 8’x10’.
- One table and two chairs will be provided per booth. Additional tables and chairs may be available, but will be provided on a first come, first served basis during set-up. Tables and chairs are the property of the fairgrounds, and intentional damage to them must be paid for by the vendor.
- Electricity is available, but limited. Please let us know in advance if you will need it. Extension cords will not be provided.
- Please bring a cart/dolly with you if you will need it for set-up/tear down.
Booths must be attended at all times. (This is for the safety and care of your items)
Pets, alcoholic beverages, and smoking are prohibited.
Vendors are responsible for their own cashbox.
Lunch and beverages may be brought in by the vendor, or may be purchased at the craft fair. A chili lunch and bake sale items will be available for purchase.

Disclaimer:
Booth space is limited and will be provided on a first come, first served basis. Mt. Healthy Elementary PTO is not responsible for accidents or injury during the event. Mt. Healthy Elementary PTO is not responsible for lost or stolen merchandise or money.

Advertising:
Advertising will in The Republic, online on our website, Facebook, in our newsletter, and at various businesses around town. However, word of mouth is the best advertising of all! Please promote this to your friends and family! If you have digital photos of the items you will be selling, you may email them to mthealthypto@hughes.net for use in our advertising. We may not be able to use all submitted photos, but will try to feature a variety.

(Please print or type and fill in completely)
Name:_____________________________________________________________________________________
Business Name:____________________________________________________________________________
Phone:____________________________________________________________________________________
Address:___________________________________________________________________________________
__________________________________________________________________________________________
Website or email (if applicable)_______________________________________________________________
Best way to contact:________________________________________________________________________
Type of items you will be selling:______________________________________________________________
Are you willing to donate an item for a door prize?____________________________________________
Number of booths requested_____ ($30 each prior to Nov 1, $35 each after)
   Total amount enclosed:______________________________

Please list any special needs you may have: (example, electricity)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I have thoroughly read and understand the Vendor contract for the Mt. Healthy Christmas Craft Fair and I agree with the terms specified.
Signature____________________________________________________________
   Date:_______________________________________________________________

Thank you for your participation! Questions? Jennifer Allman- 812-603-6001