



Juanita Elementary School PTA

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2018 Holiday Bazaar Rules and Guidelines

Show Hours

The Juanita Holiday Bazaar will be open to the public from **10:00 am to 4:00 pm** on **Saturday, December 1st**.

Reservations

Vendor space is limited and will be reserved once payment along with a completed vendor application and signed guidelines and rules form is received. Space and electricity is limited and will be granted on a first come, first paid basis.

Vendors

Vendor agrees to maintain the dignity and integrity of the show. We reserve the right to ask any vendor to leave the show if they are not acting in the best interest of the show and the families at Juanita Elementary.

Space and Stall Assignments:

Stalls will range in size and will be at minimum 8' X 6'. The vendor agrees to confine display and selling activity within their space. Stalls will be assigned to vendors upon arrival.

Stall Setup

Vendors will be allowed to begin set up from 6:30PM to 8:00pm on Friday, November 30th. We will also have a brief set up period from 8:30am – 9:30am on Saturday, December 1st. Doors open to the public at 10AM sharp on December 1st and all booths should be completed by then. No nails or tacks may be placed on the walls and **signs can only be hung using blue painters tape. Vendors are required to bring their own tables, none will be provided.**

Clean Up & Tear Down

All booths or exhibits **MAY NOT** be removed **until the end of the show at 4PM** on Saturday December 1st. Each vendor is responsible for leaving their area clean upon departure. Vendors are responsible for disposing of trash and recyclables at the end of the day in the bins provided.

Fees & Payments

All fees are due prior to the Holiday Bazaar. Once a space has been reserved and payment made, vendor **payment is non-refundable**. All proceeds from the fees will go directly to helping our 5th graders go to their outdoor education camp in the spring. Any additional donations are gladly accepted and are tax deductible.

Signs & Printed Materials

All vendors must have a sign clearly marking the price of the products they are selling. Vendors are allowed to display materials that pertain to their products. No petitions or other printed material, political or otherwise will be distributed or displayed at the show without prior approval.

Vendor Donation

We are requesting each vendor donate an item to be used for our auction baskets. Please provide a value of the item (for tax purposes) and have the item be mailed or delivered to the school 2 weeks prior to the event (Nov. 16).

Smoking/Drugs & Alcohol

Smoking, Drugs and Alcohol are not permitted on school grounds.

Animals

Vendors are not permitted to bring animals to the show unless approved by the Holiday Bazaar manager.

"I have read the above Juanita Holiday Bazaar Rules and Guidelines. I agree to abide by them and maintain the integrity of this event and the school."

Vendor Signature _____ Date _____