

Oxford Elementary Vendor Booth Application Form

**Community Fair & Carnival Date:
Saturday, May 14, 2016: 12p-5p**

Set-up will be held Saturday, 8:30am-11am

Oxford Elementary PTA is pleased to welcome you to our first annual event!

This is a great opportunity to promote your business or organization to our diverse community.

Business Name	
Owner Name	
Phone	
Address (optional)	
Email (optional)	
URL (optional)	

Circle/Highlight which applies:

FOOD VENDOR

BUSINESS

CRAFT

NON-PROFIT

OTHER

Please list any items you are selling or distributing at the event:

Designated areas will be roped off for vending; however, we will not be assigning actual spots per vendor. Food vendors will be organized in one area. Space is first come first serve; however, we guarantee space for all paid vendors who registered. Check in will be from 8:30am-11am. Electricity is not provided. Please bring your own chairs/tents/tables and generators if necessary.

Requesting: _____ BOOTH(s) @ _____ \$25 _____ ea. = _____ TOTAL DUE

I give permission for my Business Name and URL to be used for advertising purposes. YES / NO

I have reviewed and initialed the attached Vendor Guidelines. I understand and agree to all terms.

Date: _____

OWNER SIGNATURE: _____

FOR COMMITTEE USE ONLY:

Date application received: _____ Payment Received: YES NO

If accepted, date we notified vendor: _____ Booth assignment: _____

If not accepted, date application and payment returned: _____

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Vendor Guidelines

Please read and initial the following guidelines and return this page with your application form.

initial

___ Booth fees are non-refundable for any reason unless your application is denied. As an outdoor festival, please understand that we are at the mercy of Mother Nature.

___ Your booth must be set up, staffed and ready to operate by 11:45am on May 14. The event will be held from 12p-5p. Tear down will begin no earlier than 5:00pm and needs to be completed by 6:00pm.

___ No ground-stakes are allowed—**proper weights required** to ensure everyone's safety.

___ At check-in, all exhibitors will receive unloading and parking instructions.

___ Vendors must provide necessary equipment to operate their booth. **Tents, trashcans, tables and chairs are NOT provided.** Vendors are responsible for maintaining and cleaning up their booth area.

___ Oxford PTA is unable to accept responsibility for any lost or stolen items, or for any equipment other than our own.

___ Only one organization or vendor may use each booth space unless prior authorization has been obtained from the PTA committee. All vendors must conduct business in their designated booth area only, unless approved otherwise PTA committee. Pre-registered vendors unable to attend must notify PTA 48 hours prior to the event and are not permitted to sublet without prior consent from PTA.

___ NO FOOD ITEMS OR BEVERAGES MAY BE SOLD at vendor booths other than those specifically identified as food vendors!

___ It is the responsibility of all exhibitors to obtain all permits, licenses, etc.

___ PTA reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. Any decision made by PTA officials is final.

___ Vehicles must be parked in approved areas. No vehicles can be driven through the vendor area, so plan accordingly.

___ PTA cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.

___ Hold Harmless: By signing this form, you affirm and agree to hold harmless the Oxford Ohio PTA Congress, its directors, officers, employees, agents and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business.

___ NO ALCOHOL IS ALLOWED ON SCHOOL GROUNDS.

Date: _____

OWNER SIGNATURE: _____

Send package to alisajo81@gmail.com or mail in to:

Alisa Jo Bray Oxford PTA – Carnival Application
939 Quilliams Road
Cleveland Heights, OH 44121

Your package to us should include:

1. Vendor Booth Application Form
2. Payment—make checks or money orders payable to **Oxford PTA** or go online to <https://squareup.com/store/oxford-ohio-pta>
3. Vendor Guidelines with initials