

Brookline, NH PTO Vendor Fair - Application December 3, 2011

Please complete all sections of this form to apply for a booth at the 2011 Brookline, NH PTO Vendor Fair so that we may plan accordingly for a mutually successful event.

Vendor Arrival/Set-up	8am – 9am
Open to the public	9am – Noon
Vendor Clean-up/Departure	Noon – 1pm

Terms and Conditions:

- No Refunds / No Rain Date (if event is cancelled, registration fee will be refunded)
- Booths are rented on a first come, first serve basis. **We reserve the right to limit the number of Direct Sales Vendors and also reserve the right to limit the number of vendors in a particular category (i.e. jewelry)**
- The Brookline PTO Vendor Fair Coordinators may choose to deny a vendor based on appropriateness of products and/or duplication of vendors. Vendors may not sell any type of alcoholic beverages, or otherwise illegal or inappropriate items or services.
- \$20.00 fee for single space, discount available for Brookline, NH PTO Members (including RMMS, CSDA, HB Middle School/High School staff).
- NOTE: Electrical access (\$5.00 per vendor) is very limited and will be approved on a first come, first serve basis.
- Participants are responsible for the set-up and clean up of their booths. Participants cannot impair others booths (i.e. sign or display blockage). Vendors will not be allowed to move booth locations once a booth has been assigned. No exceptions.
- **Cancellation Policy: Any vendor, who is not paid in full by December 1st, will lose any deposit, and their space will be released.**
- Vendors keep all profits from their booths.

Vendor Name

Business Name

Mailing Address

City _____ State _____ ZIP Code _____

Phone: Home _____ Mobile _____

E-mail _____

Brief description of product/service(s) to be marketed/sold at Vendor Fair:

*** Continued on other side ***

Type of products

Fine Art Handmade Jewelry Local Artist Crafts
 Clothing Wood Works Holiday _____ Other

Electric availability is VERY limited within the school. If you require electrical outlet access, there is an additional fee of \$5.00. We will fulfill these requests to the best of our ability and on a first come/first serve basis.

Yes, I require electrical access (you will need to bring your own electrical cords and extension cords)

Additional Booth requests/accommodation needs? (Need to be near a wall, near another vendor, etc?). Changes will not be made the day of the event.

TABLES: Due to limited resources this year, tables will not be provided with all booth spaces. We will have a limited number of tables available to reserve. If interested, please contact Alicia Dail for more information. Each vendor is responsible to bring their own tables, table cloths, or table skirts.

PTO DONATION: As part of our fundraiser (and option in lieu of table rental) we are asking each vendor to consider donating a % of their profit and/or an item to be used as a raffle item. If you are interested in participating, please provide a description and dollar value of item to be donated.

Yes, I will donate an item No, thank you

Description of donation:

Please make checks payable to: Brookline, NH PTO

I have included a check for the above items for the Brookline PTO 2011 Vendor Fair. I have read and understand the terms and conditions of the Fair.

Vendor Signature: _____

Fees Included:			
Vendor Spaces	\$20 x _____	=	\$ _____
	(\$15 for PTO Member/HB Staff)		
Electrical	\$5	=	\$ _____
Total Enclosed		=	\$ _____

Mail completed form and check or money order by 11/30/2011 to:

Brookline PTO
C/O Richard Maghakian Memorial School (RMMS)
22 Milford Street
Brookline, NH 03033

Or via backpack mail via (RMMS) C/O Evan Costa, 1B

For further information, or questions please contact Alicia Costa at Alicia_Dail@Yahoo.com or 603-320-0618