

∞ Washington Township School District ∞

Parent Teacher Association

16 Castle Street
Washington, NJ 07882

Washington Township PTA Vendor/Craft Fair

The Washington Township PTA would like to invite you to participate in our 1st Vendor/Craft Fair! We sincerely hope you join our efforts in making this event successful for our children and your business. If you are interested, kindly, read, sign, and return the attached Registration Form with your payment to us no later than October 15, 2017. It's that simple.

The event fee for one spot is \$30.00. If a double spot is needed, the cost would be \$50.00 Vendors/Crafters will need to provide their own (1) 6 or 8-foot table. We have 6 or 8 foot tables available for rent for \$5.00, on a first come first contracted basis. Please specify on your registration form which size table you prefer. The registration fee must be paid in full prior to your spot being reserved.

If you need electric, please specify on the registration form. There is a \$5.00 fee to use the electricity. Area's with electric are limited and are given out on a first come first contracted basis and only limited to one outlet available to the vendor. Vendor/Crafter is responsible to bring their own extension cord(s).

This event will be held on Saturday, November 18, 2017 from 9am to 3pm at Brass Castle School located at 16 Castle Street, Washington, NJ 07882.

Vendors/Crafters are to arrive by 8am for set up. After set up, vendors will need to park towards the left of the school. This is to ensure our customers have a place to park while attending our event. Vendors are allowed to bring their vehicles back around to the front of the building at 3pm to pack their belongings. Completion of packing your belongings must be completed no later than 4:30pm. We encourage all vendors/crafters to stay until the event is over but if there is any reason you need to leave earlier than 3pm, please let me know prior to the event. You will not receive a refund or partial refund if you decide not to stay until the end of the fair, which is 3:00pm.

Checks should be made payable to: **Washington Township PTA**

Checks and Registration form for this event should be mailed to:

Brass Castle School
WTPTA c/o Karin Burd
16 Castle Street
Washington NJ, 07882

Tracy Padilla
President
tracyp1005@aol.com

Ann Marie Schulte
Vice President
schulteannmarie@yahoo.com

Jessica Wormeck
Secretary
realtorjessica@gmail.com

Gail Marascia
Treasurer
gailzee3@gmail.com

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All accepted application fees are non-refundable. Vendors will be responsible for all damage he/she may cause to school property/belongings and will make sure their allotted space is clean upon departure.

Vendors/Crafters will have reserved area upon arrival. Please see me when you arrive to get your assigned table number. Spots for the event will be 8-foot table size. A sign for your business may be placed in front of your table if you choose to do so. Please make sure nothing in front of your table blocks the walk way and is hazardous to customers walking around.

Smoking on the premises is not allowed.

Please note the following items are prohibited to be sold at this event. If anyone is to sell the following items listed, you will be asked to leave the event and your fee will not be refunded: The sale of firearms, ammunition, explosive materials, chemicals, pornographic or offensive materials, livestock, drugs or drug paraphernalia, alcoholic beverages, fireworks, piercing, illegal or unlawful materials or services, or any service that may be deemed offensive by the Washington Township PTA reserves the right to have any item or items removed from sale at its sole discretion.

If you have any questions feel free to e-mail me at mcgee84@yahoo.com or call/text me at (908) 581-4188.

Thank you!
Karin Burd
WTPTA, Committee Chair

Tracy Padilla
President
tracyp1005@aol.com

Ann Marie Schulte
Vice President
schulteanmarie@yahoo.com

Jessica Wormeck
Secretary
realtorjessica@gmail.com

Gail Marascia
Treasurer
gailzee3@gmail.com

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Washington Township PTA Vendor/Crafter Registration Form Vendor Information

Company: _____

Name: _____

Address: _____

Contact Number: _____

E-Mail: _____

Types of items being sold: _____

Facebook Page/Group or Website:

_____ (Please initial) Yes, I would like (1) spot for \$30.00

_____ (Please initial) Yes, I would like a double spot for \$50.00

_____ (Please initial) Yes, I would like to rent either a 6' or 8' table for \$5.00

Will you need electricity at your table? (Please circle one) Yes (\$5.00) or NO

Number of Chairs needed for your spot: (Please circle one) 1 or 2

Total amount enclosed _____

I have read the enclosed contract and invitation letter and understand that my signature holds me bound to its stated terms.

Vendor/Crafter Signature

Date

Vendor/Crafter Fair Chair Karin Burd Signature

Date

Checks (payable to WTPTA) and this Registration Form for the his event should be mailed to Brass Castle School, WTPTA c/o Karin Burd, 16 Castle Street, Washington, NJ, 07882. Payment and form due no later than October 15, 2017.

If you would like to make arrangements to pay in person, please contact me directly at (908) 581-4188 to set up a date and time to meet.

Washington Township PTA USE ONLY (Please do not write here) Paid on: _____ Amt. Received: _____

Payment Method: _____ Check #: _____