



WES-MAC PTO's Fifth Annual Holiday Fair

The WES-MAC PTO's Holiday Fair has become a tradition in Westport and we expect another great event for our 5th year. All proceeds from the holiday Fair will benefit Westport students and we appreciate your involvement.

VENDOR'S EVENT GUIDELINES AND POLICIES

- Date:** Saturday, December 1, 2018
Location: Westport Junior and Senior High School
19 Main Rd. Westport, MA 02790
- Event Hours:** 9 am to 3 pm
- Vendor Space:** Spaces are 10' x 6' for \$50
- Non-Profit Groups:** Space is 10' x 6' for \$25
Informational & Outreach including selling items
- Application Deadline:** **Monday, November 12, 2018.**
- Space Assignment:** Spaces will be assigned by the committee. You will be directed to your upon arrival. Every attempt will be made to honor special requests.

***** PLEASE NOTE: Vendors supply tables. The PTO will provide chairs.**

****Spaces may be shared at no additional fee. MUST BE clearly stated on application/s.****

- Application:** Only completed applications will be accepted. Vendors will be accepted on first come first serve basis. To ensure a variety of products, we will have a limited amount of spaces for jewelry and knit items. We allow 1 vendor per direct sales product.

*****Spaces are assigned by the committee. Please allow for an email response to confirm your space. *****

- Set-Up:** Saturday morning, Dec.1st from 6:30-8:30am.
Set up on Friday night is not allowed.
- Items for Sale:** Please note we are holding our vendors responsible for respecting each other 's artistry/products. We ask that you only display what you have been contracted to sell.
- Raffle Item:** The committee asks that every vendor donate an item for our raffle. If convenient please drop off ahead of time at Westport Elementary (380 Old County Rd.)
- Food:** A variety of food and drink will be available for purchase. Each paid vendor will receive 1 voucher for a free lunch (actual items to be determined).
- Sales tax:** All vendors are responsible for adhering to sale regulations and for payment of Massachusetts sales tax.
- Non-Compliance:** Any vendor found in violation of the Event Guidelines and Policies will be asked to make immediate adjustments. If this is not done, the vendor may be asked to leave without a refund and may be barred from future events at the discretion of the committee.
- Cancellation Policy:** In the event of your cancellation, kindly give us 2 weeks' notice. If you cancel your space after November 16th, refunds will be given if we find an acceptable replacement.
- Unloading/Parking:** Unloading assignments will be given 1 week prior to the event. We kindly ask that all vendors park in the back of the high school.

All aisles must be clear of boxes and debris by 8:30 and vendors are expected to remain until 3pm. Please do not pack up until 3pm.

The WES-MAC 5th Annual Holiday Fair will be advertised in local newspapers, on the Facebook event page, the Internet, and posters at local establishments, and through flyers sent home with Westport Community School students.

Thank you for your interest and we hope to see you at the fair!

WES-MAC PTO 5th Annual Holiday Fair Vendor Application Form

Business Name _____

Vendor Name _____

Mailing Address _____

City, State, Zip _____

Phone # _____

Email Address _____

Website _____

Facebook Page _____

Etsy _____

Detailed/specific description of product/s:

Category (Check all that apply)

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> pottery/ceramics | <input type="checkbox"/> baskets/wreaths | <input type="checkbox"/> knit/crochet |
| <input type="checkbox"/> soap/essences | <input type="checkbox"/> furniture | <input type="checkbox"/> food |
| <input type="checkbox"/> direct sales | <input type="checkbox"/> floral | <input type="checkbox"/> jewelry |
| <input type="checkbox"/> painting | <input type="checkbox"/> photography | |
| <input type="checkbox"/> glassworks | <input type="checkbox"/> Children's clothing/accessories | |
| <input type="checkbox"/> other | | |

Price Range: _____

Raffle item: We ask each vendor to donate an item for our raffle.

Donated Item: _____

Fees: 10X6 space: \$50: _____
Non-Profit Group: \$25 _____

Checks and Money Orders made payable to **WES-MAC PTO** Note - "Holiday Fair"

Number of 10x6 spaces required # _____

Application Deadline: Monday, November 12, 2018.

Vendor Spaces are reserved on a first come, first served basis. Please allow time for email confirmation.

Cancellation Policy: In the event of your cancellation, kindly give us 2 weeks' notice. If you cancel your space after November 16th, refunds will be given only if we find an acceptable replacement.

SPECIAL REQUESTS/REQUIREMENTS:

wall electricity window

We are attempting to secure Wi-Fi but cannot guarantee that we will be successful. PTO also cannot guarantee any special requests will be met, but will try our best to accommodate your needs.

Please include any other special requests or requirements you may have below. All requests must be made in writing. Every attempt will be made to accommodate reasonable requests.

**WES/MAC PTO Holiday Fair
Vendor Application Checklist**

Cash, Check or Money Order Special requests in writing
 Description of your product Description of donated item
 Photos of your product

In signing this application I/we am/are stating that I/we have read and will adhere to the Guidelines and Policies set forth by the organizers of the 5th Annual Holiday Fair sponsored by the WES-MAC PTO. I hereby release the PTO from any and all liability for damages, personal injury or theft that may occur during participation in this event.

Signature _____
Date _____

Signature _____
Date _____

If you have any questions or need additional information, contact Maureen Sullivan at # 508-212-5596 Sullivanmaureen809@gmail.com
www.wesmacpto.org

Mail completed application (page 3 & 4) and payment by Monday, November 12th 2018 to:
WES-MAC PTO Holiday Fair c/o Maureen Sullivan
10 Forsythia Lane
Westport, MA 02790