

Francis Wyman Fall Marketplace Vendor Application

Sponsored by the Francis Wyman School PTO
Francis Wyman Cafeteria and Gymnasium
Wednesday, November 9, 2011
5:00pm – 9:00pm
Set up between 3:00p-5:00p

Please return your completed application by November 1, 2011 to:

Francis Wyman School
Att: Fall Marketplace Application
41 Terrace Hall Avenue, Burlington, MA 01803

Contact Jeanne McDonald at fallmarketplace@franciswymanpto.org for additional information or questions.

Crafter Name:	
Company Name:	RETURNING VENDOR <input type="checkbox"/>
Address:	Please check box <input type="checkbox"/>
Phone:	E-mail:
Craft/Artwork to be displayed:	
(Please be specific, we reserve the right to ask you to remove from sale any items not listed.)	

SPACE OPTIONS: Our event will be held in the cafeteria and gym. Each space is approx. 6x8' and will include 2 chairs.

Space with 6' Table in Cafeteria () single space \$45.00 () double space \$85

Space Only – provide your own table in Gym () single space \$40.00 () double space \$75

Request electricity-*first come basis* () *You will be notified if it is not available

Make checks payable to: Francis Wyman PTO

You will receive a confirmation by e-mail or mail when we receive your application.

Each vendor will donate an item from their product line for use as a raffle.

A photo of your craft or reference to a website must accompany your application.

NOTE: We will limit the number of similar craft item tables. Crafters will be taken on a 1st come 1st serve basis. Space is limited so register early!

NON-REFUNDABLE PAYMENT ENCLOSED WITH APPLICATION and PHOTO OF ITEMS FOR SALEi

Disclaimer: Neither Francis Wyman School, Francis Wyman PTO, its employees, servants or agents will be liable for any damage, theft, or injury to customers for product liability. You are solely responsible for your property and person(s) at all times. By signing this contract the craft person agrees that neither he/she nor his/her representatives will take any legal action against any of the above named and will follow all rules and regulations.

Vendor Signature: _____

Francis Wyman Fall Marketplace

Vendor Information

Sponsored by the Francis Wyman School PTO

Event Date: Wednesday, November 9, 2011

Event Time: 5:00pm-9:00pm
Set up between 3:00pm-5:00pm / No breakdown until 9:00pm

Location: Francis Wyman Elementary School
Francis Wyman Cafeteria and Gymnasium
41 Terrace Hall Avenue
Burlington, MA 01803

Table Cost:

Space with 6' Table in Cafeteria () single space \$45.00 () double space \$85
Space Only – provide your own table in Gym () single space \$40.00 () double space \$75
Table fees are non-refundable

- Limited number of tables/space are in the cafeteria. They are on a first come basis. When the cafeteria space sells out, you will be contacted and given the opportunity to reserve space in the gymnasium.
- Fees must be received with the application, no exceptions.
- **A photo of your craft or reference to a website is required with the application. If not included, it may delay your application processing. Repeat vendors need not provide a photo of your craft.**
- Electricity is available on a first come basis.
- We will limit the number of similar craft item tables. Crafters will be taken on a 1st come 1st serve basis. Space is limited so register early!

Donation: Each vendor is asked to donate an item (\$25 value) that will be used in a raffle. Please bring your raffle item to the raffle table by 4:30p on Wednesday, November 9th, 2011.

Set-up: Two chairs will be supplied per space reservation. Table assignments will be made prior to the date of the event. Each vendor will be assigned a space approximately 6x8'. Vendor must provide table linens to cover their tables and any lighting for your display. Additional items are to be stored underneath the table. Bring your own supplies (tape, bags, change, extension cords, etc.)

Food: Francis Wyman School PTO will have a bake sale table offering pizza, waters and sweets. You are welcome to bring a your own food for dinner at your table.

Check-in: Upon arrival to the marketplace, there will be a vendor information table. Please check in to receive your table assignment. There will be no changing assigned spaces. We will try to honor all special requests for table placement. Upon receiving your table assignments we will direct you to the best place to park and unload your merchandise. Volunteers will be available to assist with unloading. Please supply your own dolly if necessary.

Parking: Once you have unloaded, all cars must be parked in the rear of the building. This will allow parking for those attending the marketplace.

Advertising: The Fall Marketplace will be posted in local newspapers, school notices throughout Burlington Public Schools, posted on the Francis Wyman PTO website, signage outside the school and around major intersections in Burlington, reader boards at local supermarkets and stores and Craigslist.com.

Contact Jeanne McDonald at fallmarketplace@franciswymapto.org for additional information or questions.

