



For PTA Use Only:
 Check#: _____
 Amount: \$ _____
 Date submitted: _____
 PTA Member
 Adult / Student Booth

2016 Kentfield Schools PTA Vendor Agreement

I, the undersigned, commit to participate in, or agree that my child can participate in, the Kentfield Craft Fair ("event") as a vendor on Thursday, December 8th, 2016 from 3:00-6:30PM. The event will be held at the Bacich Community Center, 669 Sir Francis Drake Blvd., Kentfield, CA. Exhibitors must be current Kentfield Schools PTA ("KSPTA") members or current Bacich or Kent students.

Parents or guardians, please initial and be sure your student understands the terms below if this is an application for a student booth.

- _____ (initial) I agree to be responsible for the set up and break down of my booth, including set up by the start of the event at 3:00PM and breakdown no later than 7:30PM.
- _____ (initial) I agree that my booth will display handmade items only, and I understand I will not change my product once submitted below on this vendor agreement.
- _____ (initial) I agree to remain open and staffed during operating hours of the event.
- _____ (initial) I understand that the Kentfield School District and the KSPTA are not responsible for any lost, stolen, or damaged merchandise.
- _____ (initial) I understand that the KSPTA has the discretion to locate my booth in the Community Center where it chooses.
- _____ (initial) I understand that KSPTA may photograph parts of the event, and I agree to permit photography of me (or my child), my booth, employees, and others who may be assisting at my booth. All photographs shall be the sole property of the KSPTA and may be used by the KSPTA in website, social media, emails, or other KSPTA publications.
- _____ (initial) **ADULTS:** I agree to make a donation of 10%+ of my booth sales to the KSPTA at the conclusion of the event. **STUDENTS:** I understand this is a KSPTA fundraiser, and I intend to make a donation to the KSPTA or to a charity of my choice with a percentage of my proceeds from the event (suggested 10%+).
- _____ (initial) I understand that the Craft Fair Co-Chairs may limit the number of different baked goods booths to four (4) savory and four (4) sweet goods booths. If I apply and am not among the first four (4) sellers per type (sweet OR savory) I understand that I will either be refunded my deposit or I will choose a different item to make. KSPTA will promptly advise me if these booths are sold out.

KSPTA agrees to assign a booth, publicize the event, and will handle all event organization before, during, and after the Craft Fair.

Please select your booth preference:

Student Booth: _____ 4' table (1/2 of an 8' table shared with another vendor) for \$10 OR _____ 8' table for \$25

OR

Adult Booth: _____ 4' table (1/2 of an 8' table shared with another vendor) for \$25 OR _____ 8' table for \$40

OPTIONAL:

_____ (initial) I would like to donate an item from my booth to the KSPTA Craft Fair Raffle: _____ (Item).

_____ (initial) I would like to rent # _____ of tablecloths (\$5 per tablecloth).

_____ (initial) I need electricity for my booth (\$10 per booth).

Enclosed is a check totaling \$ _____ for my booth (and optional tablecloths, electricity), made payable to **Kentfield Schools PTA**.

Space is limited; booths are available on a first-come, first-serve basis. Your cashed check reserves your booth for this event. Booth applications can be turned in starting Monday 10/17/16 (Family Crafters). General community applications, will be opened on 11/7/16 if space is still available, all applications should be received no later than 3:30 pm on Friday 11/18/16.

Questions? Please contact Kentfield Craft Fair Chairs: Kate Halle (katherine.coles.halle@gmail.com) and Tamara Hull Arnold (hullarnold@gmail.com).

Please return the deposit and signed contract to (or drop off in Bacich or Kent Office):

Kentfield Schools PTA Craft Fair
A.E. Kent Middle School
800 College Avenue
Kentfield, CA 94904

PLEASE WRITE CLEARLY. THIS IS HOW WE WILL COMMUNICATE WITH YOU.

Booth/Product Name: _____

What I will be selling: _____

Exhibitor Contact Name: _____

Email: _____ Contact Phone Number: _____

Mailing address: _____

Signature (Parent Signature if for Student booth): _____