



KENTFIELD CRAFT FAIR

2017 Kentfield Schools PTA Vendor Agreement

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

I, the undersigned, commit to participate in, or agree that my child can participate in, the Kentfield Craft Fair ("event") as a vendor on **Wednesday, December 6th, 2017 from 1:30-6:00PM**. 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.**

KSPTA Member #: _____ or My KSPTA Application and Fee is Attached: _____ (application on back)

Vendors and 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 1:30PM and breakdown at 6:30 and must be out 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 the entire operating hours of the event even if sold out (1:30pm-6:00pm).

_____ (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 PTA Craft Fair Raffle: _____ (Item).

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

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

Enclosed is a check totaling \$ _____ for my booth (Please include tablecloths, electricity and KSPTA Membership), 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 10/2/17 (Family Crafters). General community applications, will be opened on 10/30/17 if space is still available, all applications should be received no later than 3:30 pm on Friday 11/10/17.

Questions? Please contact Kentfield Craft Fair Chairs: Kate Halle (katherine.coles.halle@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 NEATLY AND FILL OUT ALL INFORMATION. THIS IS HOW WE WILL COMMUNICATE WITH YOU.

Booth/Product Name: _____ Exhibitor Contact Name: _____

What I will be selling: _____

Is this application for a for a Bacich Student or Kent Student (Circle) Parent E-Mail: _____

Vendor Email: _____ Contact Phone Number: _____

Mailing address: _____

Signature (Parent Signature if for Student booth): _____

Student Signature if student booth: _____



PTA PARENT MEMBERSHIP FORM

You and your family are invited to join the Kentfield Schools PTA (KSPTA). Together we can make a difference in the education, health and welfare of our kids. Annual membership dues are **\$25 per person**, and there is **no volunteer requirement**. Your membership will pay for itself with PTA perks, including discounts on family attractions like the California Academy of Sciences, car rentals, and office supplies. All family members, including students, are also encouraged to join.

Your dues and KSPTA's fundraising efforts benefit your children and our schools. Examples of PTA's past support include:

- Teacher stipends for classroom supplies
- Performing arts & maker programs
- Library books, P.E. & computer equipment
- After school sports at Kent
- English Language Development & Resource Center programs
- Parent Education speakers & events

Please complete this form and return it with your check (made payable to the KSPTA) to either school office or you may join online at www.kspta.org. We encourage all family members to join. Grandparents, partner/spouse, and kids can all be members! Each membership is \$25.

Number of people joining: _____ x \$25 = _____ Total dues, thank you!

Member Name(s): _____

Member Email Address(es): _____

Primary Phone Number: _____

Student(s) Grades(s) & Classroom(s): _____

If you have any questions, please contact KSPTA Membership Coordinators Teola Partain teolayoung@gmail.com or Chris Michaels chriswestley@yahoo.com. Learn more about school updates, and listen to guest speakers at regularly scheduled KSPTA meetings. For meeting schedules and agendas, please visit www.kspta.org or "like" KSPTA on [Facebook](#).

WELCOME to the KSPTA! & THANK YOU for your support!

FOR PTA USE: date _____ check # _____ amount \$ _____