

# Get Your Tingle On

*Holiday Craft Fair*

*Mabank High School - November 19, 2022 - 9 am-2 pm*

Vendor: \_\_\_\_\_

Space # (for office use) \_\_\_\_\_

## **Basic Guidelines for Vendors**

1. Vendors are allotted one 10x10 or equivalent space with one table and two chairs. Each space is marked on the floor and on the floor diagram. Spaces will be assigned on a first come, first serve basis. Repeat vendors get preferential spacing. **Space assignments are final.** Thank you for understanding.
2. Each vendor can set up the space in any way. Please do not put anything on the walls. Decorating is the responsibility of the vendor. Tablecloths and decorations are encouraged.
3. Vendors who paid for electricity are allowed one electrical socket. Vendors are responsible for extension cords and power strips. Vendors must understand that paying for electricity limits them to what can be supplied from one outlet and a power strip if needed.
4. Each vendor is required to donate one door prize per booth. Door prizes should be turned in by 8:30 am the morning of the show. Vendors can enter the drawings. Winners will be posted hourly and must be claimed within that hour. Unclaimed door prizes will be placed back in the pool and tickets will be drawn until a winner is present to claim.
5. Vendors may begin setting up on Friday, Nov. 18 at 4 pm. The school will be open until 6 pm. On Saturday, Nov. 19, the school will open at 7:30 am for those vendors who choose to set up on Saturday.
6. Vendors will unload on the west side (student parking lot). Please unload all materials, and then move your vehicle before setting up your booth. **All vendors MUST be parked on the west side of the building by 8:30 am.** We hope to provide support for unloading, however, the morning will be busy so vendors need to plan accordingly. Dollies and carts are available on a first come, first serve basis.
7. The show opens at 9 am on Saturday.
8. Vendors are responsible for their own belongings and should pay close attention to money and products. Mabank High School is not responsible for loss of money or product.
9. Vendors may not break down their booths until 2 pm.
10. Vendors are asked to clean up their area and take all boxes/containers with them.
11. Please be mindful of your audience and customers: no profanity, adult content or inappropriate materials should be displayed or used.
12. Concessions are available for purchase to customers and vendors. Vendors may not sell food or drink items that are in direct competition with concessions. Only vendors who are approved to sell food items may do so.

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Vendor's Signature