

# Twin Lakes Elementary School Holiday Bazaar 2013 Vendor Guidelines

## Registration

Submit the correct vendor application and contract along with a \$50.00/\$85.00 check or debit/credit card information.

Note 1: Single 6' space is \$50.00, double 12' space is \$85.00.

Note 2: If we are unable to accept your application, your payment will be returned. Card payments will not be processed until application is approved.)

Upon acceptance of your registration, you will receive registration confirmation and a floor plan assignment.

Only one direct sales representative from each company will be allowed. The more quickly you submit your application, the more likely you are to reserve a spot. Preferred booth locations will be assigned based upon the date an application was received.

## Set Up

The gym will open for set-up at 7:30 a.m. the morning of the bazaar (11/16/13). We request that all set up be complete by 9:30 am, 30 minutes prior to bazaar open.

Each vendor will be provided a 6-7' table in an assigned space. Vendors are responsible for bringing appropriate table coverings. (Black tablecloths will be available for purchase at \$10.00 each.)

## Door Prizes

Each vendor is asked to donate one item to the raffle. Please deliver your donation to the Head Table upon arrival for setup. Raffle funds go to benefit the fundraising efforts of Twin Lakes Elementary PTA.

## Electricity

Please indicate whether you will need access to electricity on your application. Vendors requesting access to electricity are responsible for bringing their own extension cord. (Electricity requirements beyond a single extension cord must be discussed prior to application approval.)

## Parking

After set-up, vendors are asked to park off campus. This will ensure sufficient parking for our guests.

## Booth "Manning"

A representative must be available to guests at each booth at all times. We recommend that each booth have at least 2 people 'manning' to allow for bathroom breaks, etc.

### Food & Drink

You are welcome to have food and drinks at your booth. We just ask that drinks have a lid if possible. (There will be food for sale throughout the day.)

### Money Handling

Each vendor is responsible for processing payments on their own sales. We encourage but do not require acceptance of debit/credit payments. Vendors are responsible for having sufficient change and providing receipts. (It is recommended that each vendor have a minimum of \$20.00 in \$5s, \$1s, and coinage.)

We do **not** take a percentage of your profits. We do ask that you let us know afterward the total of your gross sales, for post-bazaar analysis.

### Tear Down

Vendors are not to begin tear down until after 4 o'clock, when the bazaar officially closes. Shortly thereafter, volunteers will begin folding down and putting tables and chairs away, and performing general cleanup. We do ask that you police your area to ensure an efficient tear down. Tear down should be complete by 5 o'clock.

### Contact Person

Sarah Nelson  
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