

Stop & Shop Vendor Application
Washington Elementary School PTA Fundraiser Event
Contact Person: Carey Welden (scclwelden@hotmail.com)

Date: Saturday, November 14, 2015

Time: 10:00 am-5:00 pm

Location: Washington Elementary School, 600 48th AVE SE, Norman, OK 73026. From I-35, exit 110, go east on Robinson for 4.5 miles. Turn south (right) at 24th Ave NE. Turn left onto Alameda. Go 2 miles East to 48th and turn Right/South and school is .2 miles on the right.

Set up and Removal: Vendors can set up from 8:00-10:00 am on November 14th. Items must be removed before 6:00 pm on November 14th. The vendors are responsible for the set up and removal of own items. You may unload/load thru double doors on North & South of gym. If you need more time for set up/removal, contact the coordinator in advance.

Event description: A holiday shopping spree! We are inviting direct sales consultants and crafts people to set up displays. Browse and shop in a pressure-free environment and buy holiday gifts for teachers, family and friends all in one place! We will advertise the event within our school and to the public. **Vendors can invite other clients to attend and shop the event.**

Vendor space and fee: Vendors will have an 8 x 8 ft space. Booths can be free-standing or table-top. **Vendors must supply their own table and chairs.** If you need electricity please let us know in advance and bring your own extension cord. Items are paid at the vendor booth and vendor determines method of payment. **The cost per 8x8 ft space will be \$40.** More than one space can be purchased by a vendor.

Fundraiser description: We are inviting vendors to display and sell as a fund raiser for the Washington Elementary Parent Teacher Association.

Payment : Send payment by **October 28, 2015**. If payment is not received by that date, the space will be sold to another vendor. Spaces will be sold on a first to pay basis. Direct Sales will be limited to 1 vendor per company. Should your application and payment be received after another with the same company, yours will be returned to you. Write the checks payable to **Washington Elementary PTA** with Stop & Shop in the memo field. Mail checks and applications to Washington Elementary, c/o Carey Welden Stop & Shop, 600 48th AVE SE, Norman, OK 73026. **No refunds after November 5, 2014 or for "No Shows".**

Vendor Application Form

Please mail application with your check or send the application by email to **scclwelden@hotmail.com**

Name: _____ **Company:** _____

City: _____ **State:** _____ **Zip** _____

Phone: _____ **Email** _____

Description of Products: _____

I will need electricity for my booth: Yes No

How many booth spaces would you like to purchase? _____

For Administrative Use Only

Date payment received: _____ **Check number:** _____ **Amount:** _____