

Cape Horn-Skye Spring Bazaar & Expo
Saturday, April 29, 2017
Cape Horn-Skye Elementary
9731 Washougal River Rd, Washougal, WA 98671
Vendor Agreement and Rules

Dear Vendors,

Thank you for participating in the Cape Horn-Skye Spring Bazaar & Expo. This is a school fundraiser presented by the CH-S Booster Club. Thank you for joining us in making our first Expo a success!

Vendor Application:

Please return the vendor application and payment before or by April 14, 2017 to reserve your space. If you send your contract and payment in by this time, you are registered. We will have your table number when you check in to set up your space. If for some reason you cannot participate in the Expo, please let us know so we can fill your space.

There will be no refunds issued once payment is received.

Event Advertising:

The Boosters will advertise for the event, but could use your help. If you are able to advertise on your own to promote the Expo (i.e.: word of mouth, your business flyers with the event noted, Facebook, etc.), it would be greatly appreciated. Our small mountain school will need a lot of help publicizing to make the event successful.

Handcrafted and Brand Name Products:

We will be accepting vendors selling handcrafted items as well as name brand vendor products. If you sell for a corporation with name brand products (i.e.: Pampered Chef, LulaRoe, Scentsy), we will only accept one business of the same name into the Expo. It will be first come, first serve. If we receive a second business selling the same products you will be contacted and your payment returned.

Per the WA State Health Dept, you must supply a permit IF you are selling food items. Visit clark.wa.gov/public-health/exempt-permit if you believe you are exempt from needing permit.

No selling of concessions (soda, chips, etc.) from your booth.

Tables and Displays:

If you are supplying your own table and display, we would appreciate it if you could tape the bottom of the legs to avoid scratching any floors. Please make sure there are no rough bottoms, and mark your table with your name and phone number. If you are renting a table from CH-S, please know that our tables are limited.

Vendor setup / takedown:

Set up times will be Friday, April 28, from 5-7pm, and Saturday morning from 7:30-9am (keep in mind, the event begins at 9am). If you are renting a table, it will set up in your space and available on Friday evening. If you are bringing a table or display you may bring it on Friday evening or Saturday morning.

If power is required for your booth to function, please note that on the application. You may need an extension cord depending on your location. Power booths are limited.

We cannot guarantee the security of your merchandise if you choose to set up Friday evening. However, we will make every effort to secure the building. There will be someone available with your space number when you set up on Friday or Saturday. Please bring enough products to last the entire day. No late arrivals or early breakdowns.

All merchandise must be out of the school by 6pm so that we may begin clean-up.

Thank you again for participating in the first Cape Horn-Skye Spring Bazaar & Expo! If you have any questions, please contact Allison Sandoval at (360) 954-3600 or capehornskyeboosters@gmail.com.

Make Checks Payable To: Cape Horn-Skye Boosters

Mail to:

Cape Horn-Skye Elementary

9731 Washougal River Rd

Washougal, WA 98671

If you have an item that can be donated for raffles throughout the day, that would be much appreciated, but not required. We will be announcing each raffle, so you and your business will receive extra exposure.

Kodiaks

EXPO



2017 VENDOR APPLICATION

Cape Horn-Skye Elementary

Spring Bazaar & Expo

Kodiaks

EXPO



Cape Horn-Skye
9731 Washougal River Rd
Washougal, WA 98671

Date Received _____

Check # _____

Amt Paid _____

I hereby apply as a vendor for the 2017 Spring Bazaar & Expo.

Expo operations will be Saturday, April 29th from 9:00am to 5:00pm.

Name _____

Business _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone/Cell _____

Contact Person _____

VENDOR RESERVATION:

_____ \$35 6x6 space, with one chair provided

_____ \$45 6x6 space, with one chair and one 3x6' table provided (tables are limited)

_____ \$55 10x10 space, with one chair provided

_____ \$65 10x10 space, with one chair and one 3x6' table provided (tables are limited)

Do you REQUIRE power to operate? (limited power booths) yes no

I have read and will abide by all the rules in this vendor application and the attached vendor agreement.

Signed _____ Date _____