

Great Bridge Intermediate



Great Bridge Intermediate School PTA Spring Carnival & Vendor Fair

When: Saturday, May 4, 2019 10am-4pm

Set Up: begins at 7:30am

Tear Down: begins at 4:00pm

Where: Great Bridge Intermediate School
253 Hanbury Road West, Chesapeake, VA 23322

Spaces: 8' wide X 8' deep space and 2 chairs

Fees: \$40 if application received by April 19th, \$50 if received after April 19th
\$5 for electricity

Thank you for your interest in our event. Please note that this event will be on a first come, first serve basis. Vendors and Crafters will be inside. We will not duplicate businesses (with the exception of Lularoe), even though a duplication of services may occur. The vendor registration form is included in this packet. Please mail the completed form and fees to:

Great Bridge Intermediate School
c/o PTA Spring Carnival
253 Hanbury Road West, Chesapeake, VA 23322

Please be mindful that we will market this event via various media outlets, providing the opportunity for potential new customers to shop your wares. However, you are also responsible for advertising the event to friends, family, co-workers, and social media followers.

If you are interested in purchasing a meal, please complete the meal order form and return the form and payment along with your applications. All meals must be ordered and paid by April 26th.

If you have any questions, please contact pta.gbi@gmail.com.

Again, we thank you for your consideration in joining us for this great event!

Sincerely,

Great Bridge Intermediate PTA

Website: <http://gbipta.digitalpto.com/craft-vendor-fair/>

Facebook: www.facebook.com/gbicraftfair/

Great Bridge Intermediate



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Great Bridge Intermediate School PTA Spring Carnival & Vendor Fair Application Form

Please Print Clearly

PARTICIPANT'S NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Please describe what you will be selling.

HANDCRAFTED: _____

MANUFACTURED: Company Name *(If applicable: ex Lularoe)* _____

NUMBER OF SPACES REQUIRED _____ X \$40.00 *(If before April 19):* _____

NUMBER OF SPACES REQUIRED _____ X \$50.00 *(If after April 19):* _____

DO YOU NEED ELECTRICITY: Yes _____ (+ \$5) No _____

Lunch Order *(see lunch menu):* _____ X \$11.50: _____

SPECIAL REQUEST: _____

Great Bridge Intermediate School
c/o PTA Spring Carnival
253 Hanbury Road West
Chesapeake, VA 23322

DO NOT WRITE IN THIS BOX		
Date Received _____	Check # _____	Space # _____

VENDOR AGREEMENT

I, _____, agree that I am renting space at Great Bridge Intermediate School on Saturday, May 4, 2019 for the Great Bridge Intermediate School PTA Spring Carnival. I understand my rental space constitutes no endorsement by the PTA of my activities or sales at the event, and that the PTA accepts no legal liability, therefore, I and my business entity are responsible for abiding by all applicable laws, including and not limited to requirements for any necessary licenses and permits governing my presence and activities at the fair; and that I will forfeit all fees paid for failing to vend. In accepting this opportunity to participate as a vendor, I do hereby accept the following condition and limitations.

Saturday, May 4, 2019

- All displays must be free standing and not block other vendors or exit signs. Nothing may be attached to walls or columns. The space is 8x8 and designed for ONE 6ft table only. In all fairness to other vendors, if your business requires additional tables or free-standing racks, you must pay for more than one space.
- Vendor Hours: Hours will be from 10am-4pm. Set up will begin at 7:30am. All craft spaces must be kept open for the entire duration of the event, as packing and leaving early would be a disruption to other vendors. Absolutely no cars will be allowed in front of the school between 9:30am-4pm.
- All vendors must supply their own tables.
- Tables should be covered with a table cloth, sheet, quilt, etc.
- Please be sure you and any helpers are appropriately dressed, as this is a family event.
- For crafters who are being provided access to electricity, please bring an extension cord. Your space will be in proximity to an outlet, but will most likely need a cord.
- As a Vendor, you are responsible to advertise this event. Your success depends largely on how you share information with your family, friends, customers, co-workers, and social media.
- Payment must be rendered at the time of your application. Please inform us if an invoice is needed.
- It is the vendor's responsibility to clean their vending area. If left unclean, you agree to a \$50 clean-up fee that will be billed to you.
- All Chesapeake schools are a tobacco, drug, and alcohol-free zone.

I understand that the application incorporates by reference all rights and responsibilities set forth in the vendor letter and/or implied contract inclusive of verbal/written herein. Spaces are limited. Early reservations are recommended. One business per table; no space sharing is permitted (there is no limit to the number of spaces one can purchase). Upon completion of this document, please sign and mail to: Great Bridge Intermediate School, c/o PTA Spring Carnival, 253 Hanbury Road West, Chesapeake, VA 23322

Vendor Name (Printed): _____ Date: _____

Vendor Signature: _____ Date: _____

PTA Signature: _____ Date: _____

Lunch Menu

GBI PTA Spring Carnival is offering a catered meal for vendors from The Gourmet Gang. All meals come with a sandwich, chips, and a bottle of water. All box lunches are \$11.50 each. Please include the payment with your registration fee.

Vendor Name (Printed): _____

Quantity	Sandwich Selection
_____	Turkey & Provolone fresh basil mayo roasted red peppers, French baguette
_____	Club Sandwich roast beef, turkey, bacon, provolone, lettuce, tomato, horseradish mayo, French baguette
_____	Fresh Mozzarella roma tomatoes, basil mayo, cracked pepper and sea salt, ciabatta

_____ X \$11.50: \$_____ due

DO NOT WRITE IN THIS BOX	
Date Received _____	Space # _____