



2017 LEWIS F. COLE SCHOOL
***MARCH MADNESS!* CRAFT FAIR & RAFFLE**
SATURDAY, MARCH 25TH, 2017
Application Deadline: Thursday, March 2, 2017

Calling all Fort Lee Vendors and Artisans!

The LFCMS PTA is pleased to announce our first ***MARCH MADNESS!* CRAFT FAIR & RAFFLE** to be held on **Saturday, March 25th from 10:00am to 5:00pm.**

Seeking both **local** artisans specializing in handcrafted and one-of-a-kind items, as well as **local** vendors, to take part in this family-friendly event. Artist/Vendor fee of \$60 per table goes directly to the Ft. Lee MS PTA, which supports the kids, teachers, school and community of Lewis F. Cole Middle School. In addition, each vendor is asked to contribute one item toward our Raffle. Please note that the LFCMS will be operating a food concession booth serving hot food and beverages. The PTA will host a Candy Table and Bake Sale. No other *perishable food* vendors will be accepted. Non-perishable food vendors are welcome.

It will be a busy day at LFCMS with both the Craft Fair as well as the Fort Lee Rec. Girls Basketball Playoffs going on throughout the day. Also, we will advertise in the local paper, social media, posters in high traffic areas and promotional signage. Of course, word of mouth is the best advertisement of all! so, please promote this to your friends and family! This event is sure to bring in lots of our community!

Please take a moment to review the attached materials, and spread the word to other artists and vendors who will enhance our show. Feel free to be in touch with *any* questions to the Committee Chairperson, Denise LeBrun, at **#(201) 618-0210** or email: **CFrance13@aol.com.**

The deadline for sending in an application and payment is March 2. At that point, we will open it up to vendors outside of the Fort Lee area and will continue taking applications until all spots are filled. Approximately 30 booths are expected!

With thanks, Lewis F. Cole Middle School PTA

MARCH MADNESS CRAFT FAIR & RAFFLE
SATURDAY, MARCH 25TH, 2017

****CRAFT FAIR DETAILS & TABLE FEES****

Date: March 25, 2017 from 10:00 AM till 5 P.M.
Location: Lewis F. Cole Middle School Cafeteria and adjacent Classrooms
467 Stillwell Ave, Fort Lee, NJ 07024

Tables, Fees and Donation of an item:

- Tables are approximately 6 ft. and will include 2 chairs. Vendors must supply their own tablecloths and any other fixtures you will need for your set-up. Ideally, tablecloth will be draped to the floor, wrinkle free and displayed in a professional manner.

- **Fees:**

One (6') Table: \$60

Two (6') Tables: \$100*

* Double-spaces are limited. We will do our best to accommodate requests.

- Along with table fee, we will ask that you donate one item to be included in a Raffle. This item will be due by March 17 and can be brought into the LFCMS office during school hours or we'll arrange for pick-up.

Please read the following *Vendor Contract* and *Vendor Agreement*, sign both, print and mail in with your payment.

Any questions, please contact Committee Chairperson, Denise LeBrun, #(201) 618-0210 or email: CFrance13@aol.com.

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VENDOR CONTRACT

- Vendors are contracted to sell only the items listed in this contract agreement, preferably handcrafted or one-of-a-kind products. Lewis F. Cole PTA does not permit the sale of products that will damage the environment or items that may be harmful to wildlife. You cannot sell adult items, firearms, drugs or alcohol. We also reserve the right to remove products from your area that do not meet the above criteria or are deemed inappropriate for this Craft Fair. Kid-friendly items as well as more expensive items are encouraged.
- Vendors are required to be present at their booth at all times. Vendor displays are required to be displayed until the end of the show. No early break down. Vendor areas must be kept clean during the event.
- Along with table fee, one item donation toward our Raffle required. This item can be brought into the LFCMS office during school hours or we can arrange for pick-up. Deadline for Raffle item will be March 17.
- **Reservations:** *Must be made by March 2, 2017 with payment in full.* Partial payments are not accepted and vendors are not permitted on the grounds unless payment in full has been received. **We reserve the right to apply a \$25 late fee for returned checks.**
- No refund for the application fee will be issued unless the application is not accepted or the event is canceled.
- Space is limited.
- You will receive an email confirmation, upon receipt of your application and payment. If accepted, booth location will be assigned.
- **Vendor Placement:** Table space is approximately a 6ft table. Two chairs will be provided per booth. Additional chairs are available as needed during set-up. Booth space will be assigned prior to the show, and will be determined by the order that contracts and payments are received. Every effort will be made to place vendors in an advantageous place, and apart from others selling similar items. Ft. Lee MS PTA reserves the right to assign vendor space.

2017 LEWIS F. COLE MIDDLE SCHOOL SPRING CRAFT FAIR VENDOR AGREEMENT

- Electricity is available, but limited. Please let us know, as part of this application, if you will need electricity and its purpose. Extension cords will not be provided.
- Applications will be accepted until spaces are full.
- Exhibitors are responsible for the setup and breakdown of their booth.

Set-up: You may set up between 8:00am and 9:30am on Saturday, March 25, 2017. All tables must be fully set up by 9:45am. Fair starts promptly at 10:00am.

Breakdown: Vendor agrees to properly dismantle their booth at the conclusion of the Show, 5 pm and not sooner. Vendor also agrees that when their booth is dismantled, all trash will be properly disposed of and all banners, signs and other materials used in the operation of the booth will be removed from the area.

- This is the entire agreement and any verbal representation is not permitted as part of this agreement. There are no “exclusive” sale opportunities on any products at the Fair.

Disclaimer:

Booth space is limited and will be provided on a first come, first served basis. Lewis F. Cole Middle School, Fort Lee Board of Education and Ft. Lee MS PTA, is not responsible for accidents or injury during the event and is not responsible for lost or stolen merchandise or money.

The undersigned exhibitor hereby applies for exhibition space at the above named show and encloses payment herein. I have read and agree to the information provided in the Vendor Agreement and the Vendor Contract. I understand that no other verbal representation by either party is part of this agreement. The information I have provided and contained herein is accurate to the best of my knowledge and belief.

Vendor Signature: _____

NJ Tax Number: _____ Date: _____

Please complete both Vendor Contract and Vendor Agreement.

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VENDOR AGREEMENT FORM

Contact Name: _____

Phone: _____ E-mail: _____

Business Name: _____

Business Address: _____

Full Product Description: _____

If Electricity is required, please indicate here and specify purpose: _____

Please where applicable:

____ I would like one single table for \$60

____ I would like double tables for \$100

Please complete both *Vendor Agreement* and *Contract* forms and return along with payment.

Payment Options:

Accepted forms of payment include: Check/Money Order, PayPal, Visa, MC, and Discover.

Please where applicable:

_____ **I am mailing a check/money order made out to “Ft. Lee MS PTA”.**

Please print out completed Vendor Contract and Vendor Agreement and mail, along with check/money order. Mail to:

**Lewis F. Cole Middle School PTA
467 Stillwell Ave
Fort Lee, NJ 07024
ATTN: Ms. Denise LeBrun**

By PayPal/Credit Card:

Please e-mail completed Vendor Contract and Vendor Agreement to CFrance13@aol.com.
To pay, **Click on the appropriate below link:**

_____ **Single Table, \$60 with PayPal or Credit Card by clicking below link.**

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=TF4R7AEVDWSWI

_____ **Double Tables, \$100 with PayPal or Credit Card by clicking link below:**

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=KRBKCD7CCMLME

**Any questions, please contact
Committee Chairperson, Denise LeBrun, #(201) 618-0210
or email: CFrance13@aol.com.**