

PTSO FALL FESTIVAL

Vendor Contract Rules, Regulations and Obligations

Dear Fall Festival Vendors:

I would like to thank you for supporting **South Plantation High School's PTSO**. Please find below the rules, regulations and obligations that are associated with being a vendor at the SPHS Fall Festival.

Rules, Regulations & Obligations:

The event will take place on **Saturday, November 12, 2016 from 7:00 am -12:30 pm in the South parking lot of South Plantation High School.**

The gates will open at 6:00 am for set up.

No vehicles will be allowed to be parked inside the South parking lot area after completing set up. **Set up should be completed by 7:00 am at which time your vehicle will need to be moved to the North parking lot.** Volunteers will guide you to the area the day of the event.

You will need to provide your own tables and other items necessary for setup. Please be advised the only acceptable coverings would be an umbrella or EZ-up style canopy. If you have any other type of covering system, you will be asked to take it down.

There will not be any access to the school building(s) or its facilities.

You (the vendor) will be responsible for removing any unsold items, boxes or garbage from the school grounds. You must leave the space as you found it, empty!!!

Vendors are not allowed to sell any type of food or beverage.

The fee is \$30.00 (cash, check or money order) made payable to SPHS PTSO for a space located in the South parking lot of the school.

Space must be reserved and paid in full by November 9th, 2016 and is on a first come, first serve basis. Money is non-refundable after November 9th, 2016.

A vendor space will constitute two parking spaces or a space approximately 16' x 30'. If you require additional space you must pay for it.

You can mail your signed contract and payment to:

Denise Jennings-SPHS PTSO, 2081 NW 98th Ave., Sunrise, FL 33322-3629. Or, you can drop the payment off at the school's Main Office (make sure your envelope is clearly marked (PTSO FALL FESTIVAL)).

If the forecast calls for heavy rain the morning of the Festival, we will make a decision the night before regarding postponement and will contact you at the phone numbers you provide in the contract.

You will be asked to sign a vendor contract that acknowledges that you have read and agree to the terms we have set forth for South Plantation High School's PTSO Fall Festival.

Please retain these rules, regulations and obligations for your records and sign and return the attached vendor contract with your payment.

Advertising and permits will be handled by PTSO

If you have any questions or require additional information please contact:

ptsosphs@gmail.com

Thank You,

Sandra Camps
President/South Plantation High School-PTSO

PTSO FALL FESTIVAL
VENDOR CONTRACT

All vendors must sign and date this form to participate in this event

I have **read** and **agree** to abide by the rules, regulations and obligations set forth by the vendor contract.

I fully understand that I must take all belongings with me including, but not limited to, unsold items, boxes and garbage. It is my responsibility to leave the space as I found it, EMPTY.

I agree to pay **SPHS PTSO \$30.00 in cash, check, or money** order to reserve a space at the SPHS FALL FESTIVAL.

Liability: The undersigned agrees to the rules set forth in the contract and agrees to release the sponsor from any loss of damage and all liability for the duration of the sale, setup and cleanup period.

Participants Name: _____

Company/Group/Club Name: _____

What are you selling? (Clothes, jewelry, etc.): _____

Contact Phone Number: _____

2nd Phone Number: _____

Email: _____

Number of spaces _____ x \$30.00 (per space) = _____

Checks and Money Orders payable to: SPHS PTSO

All spaces must be reserved and paid in full by November 9th, 2016.

Money is non-refundable after November 9th.

Signature: _____

Date: _____