

## Eastern York Middle School Winterfest Event

### Guidelines and Details

- Hallways: Tables must be placed against the wall, and there will be space between vendors for seating. If you need more than 6 feet, please consider purchasing two.
- SPACES ARE LIMITED! Complete and remit the [application](#) as soon as possible. Space preference will be given to those who completed the Pre-Registration form last year.
- NO BAKED GOODS MAY BE SOLD BY VENDORS, EXCEPT HOMEMADE CANDIES!
- To ensure a variety of crafts at the show, spaces will be limited per category or at least dispersed throughout the building. We **won't** duplicate Direct Sales Vendors, except LulaRoe. Our limit is **2 vendors** for LulaRoe .
- Vendors are responsible for their own **tables, chairs, table covers, extension cords**, and displays, as they are **NOT** provided by the sponsor. **All tables** should be covered and draped to the floor.
- PA SALES TAX IS THE RESPONSIBILITY OF THE VENDOR! NO Tax ID Required.
- Sponsor will **NOT** provide insurance; any insurance desired must be contracted for by the vendor with his own insurance company. Sponsor will **NOT** assume liability or responsibility for any injuries or loss that may arise or come to the vendor, their wares or personal property.
- No commission will be charged on sales.
- Vendors must bring sufficient monies (change) for sales. Change will not be given to vendors.
- **Set up times** are Friday, December 6<sup>th</sup>, between 5:00 p.m. and 8:00 p.m., and Saturday, December 7<sup>th</sup>, between 6:00 a.m. and 8:30 a.m. **VENDORS MUST BE SET UP BY 8:30AM SATURDAY, DECEMBER 7<sup>th</sup>, OR YOUR SPACE MAY BE FORFEITED - NO REFUNDS!**
- Vendors must observe full show hours. Spaces must be ready for the customers by 8:45 a.m. on Saturday, December 7<sup>th</sup>, and remain intact until the show ends at 3:00 p.m.
- We will attempt to have volunteers available to assist you with unloading your wares.
- After unloading on Saturday morning, **Vendors MUST move their vehicles or trailers to the high school parking lot to allow for maximum parking for our customers. Shuttle bus service will be provided from 7am-4pm between the two school lots.**
- Vendors are responsible for cleaning their area and disposing of trash.
- Admission and parking to the show are **FREE**.
- The event will be advertised in local newspapers, local advertising agents, radio, social media, etc; flyers will be distributed to students in the Eastern York School District; posters will be placed in area businesses.
- **A donation of one craft/direct sale item is REQUIRED for the PTSO to use in a raffle drawing.** The item will be collected by 8:30 am the morning of the show. A form will be included with your confirmation for you to complete, identifying you as the Vendor & your space number to place with your donation. Items can be submitted early at the school office or during set up Friday, December 6<sup>th</sup>.
- Sponsor has the right to cancel this event due to unforeseen circumstances. Snow date is Saturday, December 14, 2019. No refunds will be made if you are unable to participate on the snow date. If the event is snowed out on December 14<sup>th</sup>, no event will be held nor money refunded. Watch local news for any cancellations or reschedules of the event.
- Sponsor will make every effort to make this event an enjoyable and profitable day for all!