



VENDORS WANTED FOR FERGUSON ELEMENTARY CARNIVAL AND CRAFT SHOW

The Ferguson Elementary School PTA will host its annual carnival & craft show on Saturday, October 26, 2019 in the cafeteria of Ferguson Elementary School at 1910 Compass Rose Blvd., League City, TX. Please note that the carnival hours are 9:30am – 1:30pm with the **Craft show opening at 9:00am**. This is the only major fundraiser for the Ferguson PTA and all proceeds are used for children's educational needs at school. There will be no admission or commission charged during this event.

If you are interested in a booth space this year, please return the enclosed registration form along with a check for the appropriate fees to Stephanie Sanders at the address below. I must receive the registration form and payment by Friday, September 27th in order to guarantee a booth space. We have had very successful craft shows over the years. If we have a lot of interest, then a waiting list for booths will be maintained. We will fill from the waiting list on a first come, first serve basis. **Your reservations is guaranteed only upon receipt of the registration form and payment.**

We will be able to accommodate 16 booths inside and 5 booths outside, each with a booth size of 8'x10'. Each exhibitor is responsible for his/her own set-up and display items, including tables, all of which must be skirted to the floor. Please see contract for booth fees. **(Please note: We are unable to provide tables or chairs.)**

We will be publicizing the event using the school marquee, flyers, school newsletters and signs. Also, a DJ will be announcing crafts that day.

The school will be open at 7:00am on Saturday for check-in and set up. No cars will be allowed in our out of the teacher's parking lot on Compass Rose after 8:00am. Be sure to arrive early enough to unload and move your car by 8:00am. The Craft show will open at 9:00am, before the rest of the carnival, which opens at 9:30am. If you would like to set up on the Friday night before, the school will be open from 4:30pm-6:30pm to do so. If you have any questions or other concerns with these times, please feel free to contact me.

In order to maintain a safe environment after the carnival, no craft show participants will be permitted to drive up into the school parking lot to re-load their items until after the crowds have dissipated. No cars will be allowed in the parking lot until all children have left. Your cooperation in this matter is greatly appreciated.

We look forward to having you as an exhibitor. If you have any questions or need assistance in any way, please do not hesitate to contact us.

Regards,
Stephanie Sanders 713-858-2320



Ferguson Elementary Craft Show Registration Form

DEADLINE: FRIDAY, SEPTEMBER 27th 2019

(Your reservation is guaranteed only upon receipt of the registration form & payment.)

I have read the rules and regulations for the 2018 Ferguson PTA Craft Show and agree to abide by said rules.

Signature: _____

Please select what type of booth you would like:

_____ 8' x 10' indoor booth \$50.00

_____ 8' x 10' outdoor booth \$40.00

_____ Shared exhibitor(s) \$10.00

_____ Electricity \$10.00

Total Payment: \$ _____

Check # _____ Date Received: _____

Name: _____

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

List of ALL items to be sold: _____

Please return contract and a check for total amount made payable to
"Ferguson PTA" by mail no later than September 27th to:

Stephanie Sanders
snjsanders@gmail.com
2003 Pembroke Bay Dr
League City, TX 77573

You will receive an email confirmation once we receive your contract and payment

Please keep the Rules & Regulations for your reference.



FERGUSON CARNIVAL AND CRAFT SHOW RULES & REGULATIONS

1. No novelties of any kind may be sold.
2. Only one booth per business will be allowed.
3. All booth spaces will be assigned on a first-come, first-served basis upon receipt of fee payment.
4. Exhibitors agree to relieve sponsor, Ferguson Elementary PTA, Ferguson Elementary and Clear Creek Independent School District of any and all liability from fire, theft or accident of any cause. All property brought to the carnival and craft show by the exhibitor will be at the risk and responsibility of the exhibitor.
5. Set-up and display items as well as sales tax are the responsibility of the exhibitor. No part of the display may extend beyond the marked limits of the booth. The space allotted is the amount covered by the registration fee.
6. All booths must remain open for the duration of the craft show (9:00am-2:00pm). No booths may be disassembled before 2:00pm.
7. No food samples may be given out unless you have acquired the proper permits from the health department.
8. Booths at the craft show are for vendors selling a product (candles, jewelry, bath products, etc.). Vendors that want to advertise a service (real estate, travel agent, home health care provider) need to look into being a sponsor for the carnival.
9. There will be no refund for no-shows.

****NO SMOKING IS ALLOWED ON SCHOOL GROUNDS****