



## FFE Vendor Fair

### Vendor Code of Conduct and Expectations - Agreement

**Where:** Finley Farms Elementary | 375 S Columbus Dr, Gilbert, AZ 85296

**When:** Friday, November 22, 2024, | 5:00pm-8:00pm

**Director of Vendor Fair:** Kristin Hodge | [falcons@finleyfarmspato.org](mailto:falcons@finleyfarmspato.org)

#### **Booth space fee:**

- \$40 per space – limited power sources – power can be requested for an additional \$25.
- Spaces are 10ft in width (size of a parking space), with a maximum of 8ft table
- Booth fee is due after application approval. **If payment is not received by 5pm on November 1st**, the booth will no longer be held.
- **No refunds will be given for vendor fee within 72 hours of event.** If a vendor is unable to attend, they must e-mail cancellation to the event director.

#### **Prize Drawing:**

- All vendors must provide a **donated** prize for our school drawing. Tickets will be sold by Finley Farms Elementary PTO, therefore FFE PTO will retain all proceeds.
- Prizes must be between \$25 and \$75 retail value.
- Items will be displayed at PTO table

#### **Vendor Expectations:**

- Send hi-res logo to [falcons@finleyfarmspato.org](mailto:falcons@finleyfarmspato.org) to be included in event communication
- Advertisement of event: social media, VIP groups, community mailers, etc.
- There will only be **one consultant per company that is selling goods**. Similar companies are allowed.
- There will only be **one booth per industry for informational booths**.
- Water provided by Finley Farms Elementary PTO
- Pop-up tent/booth cover (10x10 max) - Vendor provides
- Tables and chairs, display items - Vendor provides
- Set-up begins at 3:30pm. Set-up must be complete by 4:45pm, vendors may not take down booth until the end of the fair unless previously communicated with event coordinator
- Booth Signage - Vendor provides
- Parking - Vendors may park on campus in the Teacher's lot during the event (a layout and map of the event will be provided to vendors closer to the event date)
- Clean up (campus must be left in original condition) –vendors responsible for own space
- **PTO reserves the right to refuse any vendor for any reason.**
  - **Remember: CHILDREN WILL BE PRESENT**
- **\*\*General campus rules apply (no smoking, alcohol, weapons, foul language, Adult-Only content, children must always be supervised, etc.).**

Thank you for expressing interest to have a booth at our vendor fair – we are so proud of the community our school is a part of. As this is a family-friendly event to support our teachers and students, FFE PTO asks that all vendors and visitors practice common courtesy. We hope for everyone to be safe and successful!