



Vendor Code of Conduct and Expectations - Agreement

Where: Finley Farms Elementary West Parking Lot

When: Saturday, November 7 | 10am-2pm

Director of Vendor Fair: Corey Gallagher

Booth space fee:

- \$25 per space – limited power sources – power can be requested for an additional \$20.
- Spaces are 10ft in width, with a maximum of 8ft table
- Booth fee is due after application approval. ***Applications and payment are due by 10/25/20***
- ***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 coordinator before November 3, 2020.

Raffle Prize:

- All vendors must provide a ***donated*** raffle item. Raffle tickets will be sold by Finley Farms Elementary PTO, therefore FFE PTO will retain all proceeds.
- Raffle items must be between \$25 and \$50 retail value.
- Items will be displayed at PTO table

Vendor Expectations:

- Send hi-res logo to finleyfarmspto@gmail.com to be included in event communication
- Water provided by Finley Farms Elementary PTO
- Tables and chairs, display items- Vendor provides
- Set-up begins at 8:00am. Set-up must be complete by 9:45am, vendors may not take down booth until the end of the fair unless previously communicated with event coordinator
- Extension cord (for those with access to outlet) - Vendor provides
- Umbrella/Pop-up tent/booth cover (10x10 max)- Vendor provides
- Clean up (campus must be left in original condition)- All
- Booth Signage - Vendor provides
- Advertisement of event: social media, VIP groups, community mailers, etc.- All
- There will only be ***one consultant per company***. Similar companies are allowed.
- 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)
- ***Event Coordinator 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 want everyone to be safe and successful!