

**Stop & Shop Vendor Application**  
**Washington Elementary School PTA Fundraiser Event**  
**Contact Person: Carey Welden (scclwelden@hotmail.com)**

**Date: Saturday, November 15, 2014**

**Time:** 10:00 am-5:00 pm

**Location:** Washington Elementary School, 600 48<sup>th</sup> AVE SE, Norman, OK 73026. From I-35, exit 110, go east on Robinson for 4.5 miles. Turn south (right) at 24<sup>th</sup> Ave NE. Turn left onto Alameda. Go 2 miles East to 48<sup>th</sup> and turn Right/South and school is .2 miles on the right.

**Set up and Removal:** Vendors can set up from 8:00-10:00 am on November 15<sup>th</sup>. Items must be removed before 7:00 pm on November 15<sup>th</sup>. The vendors are responsible for the set up and removal of own items. You may unload/load thru double doors on North & South of gym. If you need more time for set up/removal, contact the coordinator in advance.

**Event description:** A holiday shopping spree! We are inviting direct sales consultants and crafts people to set up displays. Browse and shop in a pressure-free environment and buy holiday gifts for teachers, family and friends all in one place! We will advertise the event within our school and to the public. **Vendors can invite other clients to attend the event.**

**Vendor space and fee:** Vendors will have an 8 x 8 ft space. Booths can be free-standing or table-top. **Vendors must supply their own table and chairs.** If you need electricity please let us know in advance and bring your own extension cord. Items are paid at the vendor booth and vendor determines method of payment. **The cost per 8x8 ft space will be \$50.** More than one space can be purchased by a vendor.

**Fundraiser description:** We are inviting vendors to display and sell as a fund raiser for the Washington Elementary Parent Teacher Association.

**Payment :** Send payment by **October 28, 2014**. If payment is not received by that date, the space will be sold to another vendor. Spaces will be sold on a first to pay basis. Write the checks payable to Washington Elementary PTA with Stop & Shop in the memo field. Mail checks and applications to Washington Elementary, Stop & Shop, 600 48<sup>th</sup> AVE SE, Norman, OK 73026. **No refunds after November 5, 2014 or for "No Shows".**

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**Vendor Application Form**

Please mail application with your check or send the application by email to [scclwelden@hotmail.com](mailto:scclwelden@hotmail.com)

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Description of Products:** \_\_\_\_\_

**I will need electricity for my booth:** Yes      No

**How many booth spaces would you like to purchase?** \_\_\_\_\_

**For Administrative Use Only**

**Date payment received:** \_\_\_\_\_ **Check number:** \_\_\_\_\_ **Amount:** \_\_\_\_\_