



# Mistletoe Market Holiday Fair

## Vendor Application 2011

Annual Wakefield High School PTSA fundraiser

**Saturday, November 19th, 2011 from 9:00am-4:30pm**

### LOCATION

Wakefield High School  
2200 Wakefield Pines Dr.  
Raleigh, NC 27614

### APPLICATION TIMELINE

Application window--- July 1st – November 1<sup>st</sup>, 2011

*\*First come, first serve basis*

*\*Submit 2 photos of crafts*

**LUNCH Available:** order from Mistletoe Market

Cost per order \$10

Choices: Turkey, Ham, Veggie

### BOOTH FEES / SPACE 10' X 10':

Payment is due with application

\*Jingle Bell Jazz (Common Area) \$125

\*Winter Wonderland (Large Gym) \$85

\*Sleigh Bells (Aux Gym) \$85

\*Deck The Halls (Hallway) \$75

Extra Tables (per table) \$15

Electricity (per outlet) \$15

### MAIL COMPLETED FORM AND CHECK OR MONEY ORDER TO:

WHS PTSA Mistletoe Market

2200 Wakefield Pines Dr., Raleigh, NC 27614

919-562-3600

For further information, Wakefield High School PTSA email: [mistletoemarket@wcpss.net](mailto:mistletoemarket@wcpss.net)

<http://wakefieldhs.wcpss.net/mistletoemarket.php>

### WHS Mistletoe Market Calendar

Payments	Full Payment is due with Application	Payment in FULL at time of application
Fees/ NSF	Returned checks for insufficient funds	\$35
Applications received by August 1 <sup>st</sup>	Acceptance confirmation emailed	September 15, 2011
Applications received Aug 2 <sup>nd</sup> - Sept 30 <sup>th</sup>	starting	October 15, 2011
Applications received after Sept 30 <sup>th</sup>		October 30, 2011
Booth Confirmations	Booth assignments emailed starting	November 7, 2011
Cancellation Deadline	Refund Deadline	September 30, 2011
Set-up dates	Early Bird Set-up (only in the Jingle Bell Jazz )	Friday, Nov. 18 <sup>th</sup> 6pm-8:30pm
	All Other Vendors	Sat, Nov. 19 <sup>th</sup> 6:00am-8:30am

# Terms and Conditions

## Mistletoe Market *Holiday Fair*

1. **FEES:** \*Jingle Bell Jazz (Common Area), \$125, \*Winter Wonderland (Gym) \$85, \*Sleigh Bells (Aux Gym) \$85 \*Deck the Halls (Hallway) \$75, **Extra Tables** (\$15 per table), Electricity (\$15 per outlet)
  - a. Electricity is available in a **limited number of booths** for an additional charge of \$15 per booth. **Each vendor must provide his/her own extension cords.**
  - b. One (1) table is provided free of charge **only** if requested, please indicate on vendor application. Vendor must provide any tablecloths/table covers or table skirts.
  - c. Chairs-are provided free of charge **only** if requested- Please note number needed on the vendor application.
  
2. **BOOTH RENTAL FEE & PAYMENT:** **Full Payment is due at time of application.** Checks will be deposited after applicant has been confirmed as a 2011 Mistletoe Market vendor. If an applicant is not accepted the original check will be returned.
  
3. **APPLICATION ACCEPTANCE:** You will be notified via Email upon the acceptance of your application or if you are placed on a waiting list. **Booth spaces are limited and available on a first-come/first-serve basis.**
  - a. The Mistletoe Market Holiday Fair Committee may choose to deny a vendor based on appropriateness of products and duplication of vendors.
  - b. Booth space allocation is at the **sole discretion of Mistletoe Market Committee.**
  - c. Booth assignments will be issued starting November 7th.
  - d. **Enclose 2 photographs of your craft for jury purposes- No slides or electronic photos accepted. Photos are not returnable**
  - e. **Applications will not be considered if no photos are enclosed/attached.**
  
4. **DEADLINE & CANCELLATION POLICY;** No refunds will be issued for cancellation after September 30th. Booth spaces are limited and available on a first-come/first-serve basis.
  
5. **SALES:** All sales will be transacted by and all proceeds will go directly to the vendors. WHS Mistletoe Market will charge no commission. We make no guarantees as to the amount of profit that will be generated by vendors.
  
6. **SETUP AND BREAKDOWN:** Early bird setup begins at 6:00pm on **November 18<sup>th</sup>** for vendors in **Jingle Bell Jazz (Commons Area)** and ends at 8:30pm. All other vendors may begin setup at 6:00am on **November 19<sup>th</sup>**. Students will be available to assist in carrying your items from the cars to booth, during Setup and Breakdown. **Vendors please remain at your booths until the advertised closing time of 4:30 PM**
  
7. **CONTACT INFORMATION:** Application & Booths Maps are available online <http://wakefieldhs.wcpss.net/mistletoemarket.php>. Email contact at [mistletoemarket@wcpss.net](mailto:mistletoemarket@wcpss.net).

# Mistletoe Market *Holiday Fair* Vendor Application

(Please PRINT Clearly)

Name \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_  
 E-mail \_\_\_\_\_

Office Use Only	
Vendor # _____	
Booth # _____	
Check # _____	
Received _____	
Accepted Y ___ N ___	

Choose the best description of your products:  Art  Handmade  Jewelry  Crafts  Other

Brief description of product(s): \_\_\_\_\_

Special Requests:(e.g. sharing or having adjoining booth, special needs:) Requests will be honored if possible.

Booth space number request: # \_\_\_\_\_

## Booth Space Rental-

*Please check all items that you will need and initial where required.*

### 1 Booth Rental- 10' x 10' space

- \$125 Jingle Bell Jazz (Commons Area)
- \$ 85 Winter Wonderland (Large Gym)
- \$ 85 Sleigh Bells (Aux Gym)
- \$ 75 Deck the Halls (Hallway)

### OR 2 Booth Rental- 2 (10' x 10') spaces

- \$250 Jingle Bell Jazz (Commons Area)
- \$170 Winter Wonderland (Large Gym)
- \$170 Sleigh Bells (Aux Gym)
- \$150 Deck the Halls (Hallway)

\*\*\*\*\*

#### Tables & Chairs for 1 booth rental:

Please *initial for one (1) free table per booth*  
 Please *initial for free chairs - indicate QTY*

- (1) Table- 8' foot table:(initial\_\_\_\_\_)
- Chairs- indicate QTY \_\_\_\_\_(initial\_\_\_\_\_)
- Do not need table or chairs (initial\_\_\_\_\_)

\*\*\*\*\*

#### Tables & Chairs for 2 booth rentals:

Please *initial for one (1) free table per booth*  
 Please *initial for free chairs - indicate QTY*

- (2) Table- 8' foot table:(initial\_\_\_\_\_)
- Chairs- indicate QTY \_\_\_\_\_(initial\_\_\_\_\_)
- Do not need table or chairs (initial\_\_\_\_\_)

#### EXTRAS:

- \$15 per Extra Table - (QTY\_\_\_\_\_)
- \$15 Electricity per outlet - (QTY\_\_\_\_\_)

#### Lunch Orders-\$10 - from Mistletoe Market (Lunch orders will only be provided if requested)

- Turkey (qty\_\_\_\_\_)
- Ham(qty\_\_\_\_\_)
- Veggie (qty\_\_\_\_\_)

If you would like flyers to distribute advertising Mistletoe Market please see the following link:

<http://wakefieldhs.wcpss.net/mistletoemarket.php>

**Full payment is due at time with application. Please make payable to WHS PTSA and indicate "Mistletoe Market" in the memo line.**

Check # \_\_\_\_\_ Total Amount Enclosed \$ \_\_\_\_\_

1. Spaces will be assigned based on availability and vendor requests at the time of receipt of the application.
2. Please note that payment is due at time of application. Check will not be deposited by WHS PTSA until vendor is confirmed. If an applicant is not accepted the original check will be returned.
3. Please make a copy of your application.

*I have included a check for the above items for the 2011 Mistletoe Market Holiday Fair. I have read and understand the Terms and Conditions of the Fair. I have made my check or money order payable to WHS PTSA and note "Mistletoe Market" on the memo line. I have completed the box above noting my Total Amount Enclosed Fee.*

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_