

# Annual Cassell School PTA Vendor & Craft Night!

Thursday, November 10<sup>th</sup>, 2016  
11314 S. Spaulding  
Chicago, IL 60655  
6:00 p.m. – 9:00 p.m.  
[cassellpta@gmail.com](mailto:cassellpta@gmail.com)

Dear Vendor:

The Cassell School Parent Teacher Association would like to cordially invite you to participate in our Annual Cassell School PTA'S Vendor and Craft Night event to be held on Thursday, November 10<sup>th</sup>, 2016 from 6:00 p.m. until 9:00 p.m. Vendor arrival and setup will begin at 4:00 pm and doors will open to the public at 6:00 p.m. A \$40.00 table rental fee is required for participation, plus a \$5.00 fee if electric is needed. The rental fee includes (1) 8 foot table and 1 chair. If you have a clothing rack or some other form of display setup, it must fit in the designated area provided to you as an individual vendor. Your setup must not overlap into the aisle and/or another vendors' designated area. Any additional inventory that you bring to sell must be stored under your table or in your designated area.

***We are asking each vendor to donate an item of your choice (minimum \$25 value) for our raffle baskets that night. We would like these donation items dropped off to the school no later than Tuesday, November 1<sup>st</sup>, 2016. This can be done during school hours. If you can't drop off during that time, please e-mail or call to make other arrangements.***

We are looking forward to working with you! Your participation in this event will allow us to raise critically needed funds for the students of Cassell School. Please complete the enclosed application and return to the address below:

Cassell School PTA  
c/o Sarah Jones  
11314 S Spaulding  
Chicago, IL 60655

You will be sent a confirmation email when your application and payment have been received. Prior to the event, you will receive an email indicating parking information and set up details. **(We will not hold any spaces without payment, NO EXCEPTIONS.)** Applications are accepted on a first-come basis. We reserve the right to limit capacity in a specific category.

Sincerely,

***Rita Crotty and Sarah Jones***

Rita Crotty and Sarah Jones  
President and Treasurer  
Cassell School PTA

## VENDOR APPLICATION

**PLEASE RETURN BY OCTOBER 21, 2016**

Name of Applicant/Vendor: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you text? \_\_\_\_\_ E-mail: \_\_\_\_\_

Webpage Address: \_\_\_\_\_

Booth applications will be reviewed by the committee. Applicants will receive an acceptance email confirmation or a letter of decline with a refund of fees paid and an explanation of why the application was denied.

- **CHECKS SHOULD BE MADE PAYABLE TO Cassell School PTA (A \$30.00 Return Check Fee will be applied )**
- **FEES MUST BE MAILED IN WITH THE APPLICATION. APPLICATIONS RECEIVED WITHOUT FEE WILL NOT BE REVIEWED FOR ACCEPTANCE NOR WILL THEY BE RETURNED TO THE APPLICANT.**

### **Cancellation Clause:**

- I understand that all fees are payable at the time of application (\$40 per space plus \$5 if electric is required). Once accepted, I am subject to the following: Booth fees are non-refundable, exclusivity is not guaranteed and if booth is closed prior to show closing, exhibitor will not be invited to future shows.
- I understand that I am responsible for working my booth and only one other person permitted to work my booth over the age of 21.
- I, the applicant named above, have read and agree to the terms of this application to participate in the Cassell School PTA Annual Shop Til You Drop event on Thursday, November 10, 2016. I understand and hereby agree to release all committee members and Cassell School, for the loss or injury to my property while on the way to or on the premises of the aforementioned event. I understand and accept the terms and conditions as specified.

Number of Tables? \_\_\_ (\$40 each)                      Amount Enclosed \_\_\_\_\_

Will you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_      \$5.00 Additional Fee if Yes

Signature of Applicant

Date

Name of Applicant/Vendor      Date

To create a floor plan, we require vendors to indicate items intended to be sold. Please print your list below:

1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Please refer all questions to: Sarah Jones at [cassellpta@gmail.com](mailto:cassellpta@gmail.com) or by calling Sarah at (773) 315-0167.

Remember, to secure your booth space for the 2016 event you must return your completed application and payment as soon as possible.

Applications received after October 21, 2016 will be given consideration depending on space availability.

**MAKE CHECKS PAYABLE to: Cassell School PTA**  
**Mail application and appropriate fees to:**

Cassell School PTA  
 c/o Sarah Jones  
 11314 S. Spaulding  
 Chicago, IL 60655

For Committee Use Only:

Date Received	Amount Pd (\$40 fee)	Elec. \$5	Ck#	Mailed Confirmation	# of TABLES	Assigned Booth #