



Aiea High School PTSO
(Parent Teacher Student Organization)
P.O. Box 1363
Aiea, Hawaii 96701

Aiea High School PTSO
Craft Fair
Vendor Agreement

Saturday, November 10, 2018
9:00 am – 2:00 pm

Agreement:

1. Vendor will assume full liability and responsibility regarding warranty and guarantee of product being sold. All items sold will need to be approved by Aiea High School PTSO Craft Fair Committee.
2. AHS PTSO Craft Fair Committee reserves the right to reject any application and deny participation in the fair due to: 1) non-compliance of school/fair rules and 2) items do not fit the artistic or educational theme of Dept. of Education. If certain products are not related to our theme you may be asked to remove the item (such as items promoting drugs and alcohol).
3. The AHS PTSO Craft Fair will open for set up at 7:30 a.m. on Saturday, November 10, 2018. All vendors should check in and complete their set up by 8:45 a.m. Vendors are expected to stay open until the closing of the Craft Fair at 2:00 p.m.
4. Vendors are responsible for setting-up and cleaning their assigned space. Vendors should keep the area around their assigned space clean at all times during and after the fair. Trash may be disposed in the proper trash bins located outside the cafeteria.
5. Vehicles will be allowed into the front faculty parking lot for unloading only. After unloading, please move your vehicle to **street parking** or to the vendor parking area (location will be announced later). We need all parking under the gym for your customers. Customer parking is a priority.
6. Neither Aiea High School, Aiea High School PTSO nor the individual organizers of the fair assume liability for any damaged, lost or stolen items, or bodily injury, including but not limited to reasons of weather, accident, and vandalism.
7. It is the vendor's responsibility to obtain, at his own expense, all licenses and permits, and to pay such taxes and fees as may be required of the vendor by federal, state and local governments.

8. Deadline for reserving a space is November 3, 2018. **Booth reservations are on a first come first serve basis.**
 - **Cafeteria tables are approximately 6 feet long (table provided)**
 - **Outside spaces are approximately 10'x10'.** Vendor will need to provide own tent and tables

9. Cost:
 - Craft & Snack vendors: **\$60** per table/booth
 - Aiea High School Clubs and Organizations: **\$30.00**
 - **\$25.00 REFUNDABLE** deposit required. **PLEASE WRITE A SEPARATE CHECK FOR DEPOSIT.** Deposit will be returned at the end of the craft fair if vendor complies with all rules and area is cleaned.
 - **\$20.00** late fee after November 3.
 - No checks accepted after November 3; money order or cash only

10. There is no refund and the Craft Fair will be held rain or sunshine.

11. SMOKING/ALCOHOL IS STRICTLY PROHIBITED ON SCHOOL CAMPUS.

12. It is the vendor's responsibility to bring all necessary items (booth signage, table clothes, etc.)

13. Due to the school's older electrical system, electricity **will not** be provided. If you have an outside booth and requires electricity, please bring your own generator.

14. If your check is returned by your bank for any reasons, you will be charged a \$25 service fee.

If there are any questions concerning this year's Craft Fair, please contact:

Nancy S. Hsu @ (808) 382-7713
or email: AieaHSPTSO@yahoo.com



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Vendor Application

Description of items to be sold:

- _____
- _____

Please check appropriate boxes:

- () Craft & Snacks vendor booth fee: \$60.00
- () AHS Club/Organization booth fee: \$30.00
- () \$25.00 REFUNDABLE deposit (**please write a separate check**)

Space requesting: () Inside Cafeteria () Outside

Any special request (if available) _____

() **Yes, I would like to donate item(s) for the door prize drawings**

Vendor's Name: _____

Business Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Cell: _____

E-mail (*Please Print*): _____

I HAVE READ AND AGREED TO THE CONTRACT.

Signature: _____ **Date:** _____

Mail this form and check payable to:

Aiea High School PTSO
P.O. Box 1363
Aiea, HI 96701

----- For Craft Fair Committee only -----

Date Received: _____

Payment Enclosed: _____ () Check # _____ () Cash () Other _____

Booth Assignment Location: _____ Booth/Table # Assigned: _____