

Fall Fair Vendor Agreement

1) There is a fee for each 5 foot table space. The fees are as follows:

EARLY SIGN UP DISCOUNT - 25% OFF PRICES BELOW IF REGISTERING BEFORE AUG. 1ST

1 table/ space = \$100.00

2 tables/spaces = \$125.00

3 tables/spaces = \$150.00

4 tables/spaces = \$175.00

5 tables/spaces = \$200.00

Each space will have one 5 foot table and 2 chairs. Plain white tablecloths will be provided.

SAVE 10% off the above prices by bringing your own tables - **Only 5-6 foot tables are permitted.**

2) The vendor agrees to send a non-refundable fee for the space/table rental upon signing the Vendor Agreement.

Checks should be made payable to the “**WHPA**” and should be mailed to:

The Wardlaw+Hartridge School

1295 Inman Avenue

Edison, NJ 08820

ATTN:FALL FAIR

3) If you require electricity for your space(s) - please make sure to note this on the Agreement as every space does not have access to electricity.

4) It is the goal of the Wardlaw+Hartridge Parents’ Association (WHPA) to avoid having vendors sell inappropriate items as well as items we deem “improper” for a school function. We also want to minimize similar or duplicate items being sold at the Fall Fair Fundraiser to maximize your earning potential.

Therefore, we ask each vendor to disclose all item categories being sold in advance. Final approval for all items to be sold will be made upon receipt of the signed vendor agreement.

5) Payment options for customers are completely up to you, however in the past we have noted that many of our attendees prefer to use credit/debit cards. The day of the event you are welcome to use our WIFI service to process payments. If you do not have the capability to accept credit/debit cards – you may choose to use our Credit Card Processing Services. There will be a fee of 8% of all processed transactions. You will be emailed an invoice within 5 days of the end of the event along with a check for the monies you earned minus the 8%.

6) Doors will open at 7:00am on Saturday, October 13, 2018. All vendors should report to the school no later than 8:45AM. Entrance/parking is at the rear of the campus. This is the most convenient entrance leading directly into the event area.

There will also be an opportunity to set up on Friday, October 12th after 3:00PM. For security purposes the room will be locked by 7pm that evening and not reopened until Saturday morning.

7) Vendors are welcome to advertise the event. The WHPA reserves the right to use any vendor’s name in promotions, advertising, and signage. The more attendees, the more successful we will both be.

8) **Cancellation Policy:** The vendor agrees to cancel a reservation 10 business days prior to the event. PLEASE KEEP IN MIND THE TABLE/SPACE FEE IS NON-REFUNDABLE.

ON BEHALF OF THE WARDLAW+HARTRIDGE PARENTS’ ASSOCIATION (WHPA) WE WOULD LIKE TO THANK YOU FOR INTEREST IN OUR ANNUAL FALL FAIR. SHOULD YOU REQUIRE ANY FURTHER INFORMATION OR HAVE ANY QUESTIONS – PLEASE DO NOT HESITATE TO CONTACT THE VENDOR COORDINATOR NALINI PARSRAM at nalini@nalashaa.com OR KEVIN KORNECKI at kkornecki@comcast.net.

Please fill out the following contract and either mail it back with payment or email to nalini@nalashaa.com.

Fall Fair Vendor Agreement

Event: The Wardlaw+Hartridge Parents' Association (WHPA)
Fall Fair
Location: 1295 Inman Avenue, Edison NJ 08820. Tel: (908) 754-1882
Date/Time: Saturday, October 13, 2018 10AM – 4PM

Vendor Name

Vendor Address

Contact Name/Title

Telephone #

Email Address

Website (if applicable)

Please provide a summary of the items you wish to sell:

How many spaces/tables would you like (see pricing on previous page):

_____ = \$ _____ Please circle one: Need Tables Bringing Tables

Do you require electricity for your table(s)?

We need to know this in advance as every space does not have access to electricity.

YES: _____ NO: _____

Do you wish to use our Credit Card Processing Services:

YES: _____ NO: _____

Vendor Signature: _____ Date: _____

Signing this document means you have read, understand, and will abide by the guidelines stated in the previous pages of the contract.

PLEASE Return this page only to: NALINI PARSRAM at nalini@nalashaa.com