

SIGNAL HILL PTA's

December 2, 2010
6:30PM- 9:00PM

Dear Vendor,

Signal Hill Elementary School PTA is excited to invite you to participate in our 2nd Annual Shop & Dine. If you are interested in being a vendor at our Shop & Dine please review the following terms:

EVENT: Signal Hill PTA Shop & Dine will run from 6:30 pm to 9:00pm. Vendor set up time will begin at 5:30pm. We ask that you please stay until the event is over.

SPACE FEE: Each vendor will be assigned an 8' x 8' space. The space fee is \$50 (\$75 for 2 spaces) and must be pre-paid to reserve the space. Checks should be made payable to Signal Hill PTA with "*Shop & Dine*" in the memo section of the check. Vendors must supply their own table and table linens. Chairs will be provided. Space will be reserved on a first come basis, so get your applications in early; we will make every attempt not to place similar products together. All vendors must donate an item with a retail value of \$20 to be raffled off at our Spring Fling Event. Please make sure to bring the donated item with you to the Shop & Dine and that your business information is attached to that item.

SPACE SET-UP: All vendors may begin setup at 5:30 pm and must be done no later than 6:30pm. Vendors will be required to hand-carry or hand-cart their merchandise and support materials to their space or spaces assigned by the SH PTA. The SH PTA cannot provide support or equipment to assist vendors. We also ask that all vendors supply shopping bags for their goods sold to customers. Vendors are required to limit guest solicitation to the area immediately in front of their designated space. Banners and displays may not create a hazard to attendees and may not block another vendor.

Once your application is received and approved, I will contact you to go over any specific questions, concerns, or details.

Thank you, we look forward to working with you.

Sincerely,

Michelle Turner
Signal Hill PTA

For questions, please contact: Michelle at 631-223-2320 or ptamom3@gmail.com.