

Edison Preparatory School  
SPRING MARKET  
April 28th 2012



## Application for Participation

Return Vendor  New Vendor  How did you hear about show? E-mail  Postcard  Internet Ad   
Word of Mouth  Other \_\_\_\_\_

Name of Business \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List ALL TYPES of merchandise or items sold and the price range. Are items handmade or resale? \_\_\_\_\_

Location Preference: (Rank 1 through 3 with 1 being your first choice)

Rank

1 - Outdoors at Entrance to Building	\$75.00	_____
2 - Entry Foyer	\$75.00	_____
3 - Middle School Cafeteria	\$75.00	_____
4 - Boy's or Girl's Gym	\$50.00	_____
5 - Hallway	\$50.00	_____

Do you need electricity?  Yes  No Do you need a table? Indicate number needed at \$10 each. \_\_\_\_\_

Will you be ordering lunch from us?  Yes  No (Barbecue, chef salad, pizza, brownies, drinks)

Would you be willing to donate an item for a raffle?  Yes  No

\*\*\*Please make checks payable to Edison PTSA. Mail checks, application and Release Form to: EDISON SPRING MARKET / c/o Julie LeVan / 4118 E 37<sup>th</sup> St / Tulsa, OK 74135.

## RELEASE FORM

I, the undersigned, agree to abide by the Rules and Guidelines as herein stated. I further agree not to hold the Edison Preparatory School or the Edison Preparatory School PTSA liable for any personal injury or any loss or damage sustained to equipment and/or merchandise during the operation, set-up or dismantling of the SPRING MARKET at the 9th Annual Edison Preparatory School PTSA SPRING MARKET to be held in the Edison Preparatory School building and on the school grounds at 2906 E 41<sup>st</sup> St, Tulsa, OK 74135, on April 27 and April 28, 2012.

Name (please print): \_\_\_\_\_

Business Name (please print): \_\_\_\_\_

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

## **EDISON SPRING MARKET IMPORTANT REMINDERS**

1. **REMINDER**: Check-in on Friday, April 27, 2012 6-8pm at the Information Table (which will be set-up in the foyer area) to obtain your show packet. There will be ABSOLUTELY no check-in prior to 6:00pm.
  2. **REMINDER**: Do we have the following: 1) booth fee, and 2) signed Application for Participation & Release Form? If these items are not received by the final deadline of April 1, 2012, your booth may be assigned to another vendor. No reminder calls will be made.
  3. **REMINDER**: Pre-ordered lunches for Saturday will be available for vendors to purchase Friday night. To receive a pre-ordered lunch, you must pay at the Information Table by 8:00pm, Friday, April 27, 2012. The lunches will be delivered to your booth on Saturday. The lunch menu (barbecue, chef salad, pizza) and pre-order form will be in your show packet on check-in Friday night.
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## **EDISON PREPARATORY SCHOOL SPRING MARKET 2012 RULES AND GUIDELINES**

1. Show hours will be Saturday, April 28, 2012 from 9:00am to 5:00pm.
2. Show set-up times will be Friday, April 27, 2012 from 6:00pm until 8:00pm. No early set-up is allowed.
3. Check in at the INFORMATION TABLE in the school foyer before setting up your display. Your Merchant's Packet and unloading instructions will be given to you at that time. Limited help for unloading will be available. We cannot guarantee help for all vendors.
4. Merchants must be present Friday night, April 27, 2012, for check-in and set-up, or have called and made arrangements with the show's directors prior to check-in Friday night. If merchants are not present or have not made prior arrangements with the show's directors, the directors will assign their space for the show to wait-listed applicants. Reservation and/or booth fees will not be returned.
5. BRING EVERYTHING YOU NEED TO SET UP YOUR DISPLAY, INCLUDING DISPLAY TABLES, CHAIRS, 3-PRONG EXTENSION CORDS, ETC. 6-foot tables will be available for rent on a pre-paid basis and must be reserved in advance.
6. Merchants may not enter the building before 7:30am on Saturday, April 28, 2012. Merchants cannot move out before 5:00pm on Saturday, and must be completely moved out by 7:00pm.
7. A note about clean up. Please assist us in getting the school ready for classes on Monday by leaving your booth as you found it on Friday.

8. Each merchant is assigned approximately 100 sq. ft. designated by masking tape. You are required to remain within the assigned booth area.
9. If for any reason a merchant cannot participate in the show, the directors have the sole right to reassign the booth, and to decide whether or not to return any funds already paid by the vendor. In addition, merchants cannot share or sell any of their space without the approval of the show's directors. Failure to comply with these rules will result in both vendors being barred from future shows at Edison Preparatory School.
10. The building is owned by Tulsa Public Schools. Display materials cannot be nailed or bolted to the floors or walls. No masking tape, etc. is allowed on any painted surface.
11. Each exhibitor is responsible for his/her own money. Please have available plenty of small bills and coins; we cannot provide change. Also, food service will not provide change.
12. Sales tax will be the sole responsibility of the merchant.
13. Security will be provided.
14. No one other than the Edison PTSA and Edison student organizations will be allowed to sell food for consumption on the premises.
15. You will not have any price limits on your work; nor will you be charged any commissions.
16. No nudes or any items considered by the directors to be in bad taste will be permitted in the show.
17. Absolutely no smoking is allowed inside the building.
18. Tulsa Public Schools policy forbids bringing alcoholic beverages into the building or having them on the grounds. You may bring a cooler with food and soft drinks. There will be concessions available for purchase.
19. There will be no baby-sitting service for merchant's children.
20. There will be hosts and hostesses available to relieve merchants for short periods of time (i.e., bathroom breaks).
21. Reservations made less than 15 days before the show must be accompanied by a money order or cashier's check.

***NOTE:** The Directors of SPRING MARKET reserve the right to enforce and/or interpret the Rules and Guidelines as final judgment, without exception.*