

Roosevelt PTO's

Craft & Vendor Show

Roosevelt Elementary's Gymnasium and School Cafeteria

410 West Seventh Street McDonald, OH 44437

Application information on the McDonald Local Schools website <https://www.mcdonald.k12.oh.us/PTO.aspx>

or by contacting: RooseveltPTOMcDonald@gmail.com

Application deadline: Monday, November 7, 2022



Roosevelt PTO's Craft & Vendor Show

Vendor Application

All Applications due **Monday, November 7, 2022**

Mail or deliver applications and payment to:

**McDonald Local Schools
% Roosevelt PTO / Craft & Vendor Show
410 West Seventh Street McDonald, OH 44437**

Your Name(s) (print clearly): _____

Phone Number(s) (print clearly): _____

Email Address(es) (print clearly): _____

Email addresses that are not legible will not be communicated with.

Your Vendor Name/Craft/Product/etc. Please be as detailed as possible:

Number of Spaces Requested: _____

1- 10x12 Area \$30.00 -or- 2- 10x12Areas \$55.00 -Checks payable to McDonald Local Schools

Do you need electricity? YES NO *(please understand that the request of electric limits your table location, thus, specific requests may not be met)*

Will you be bringing your own table(s)? YES NO **By checking YES, you will **NOT** be provided a table**

Tables are \$5 rental fee

Number of Tables Requested: _____

Do you need a corner or wall to set up/special instructions? Please be as detailed as possible. (be aware we can't meet everyone's needs, but we will try our best):

Details of Event:

Craft & Vendor Show - Saturday, November 19, 2022

Open to Vendors at 8:30 AM (doors will open at 8:30AM, no earlier)

10:00AM - 4:00PM *limited vendors will be accepted, please submit ASAP*

We will contact you once application and payment are received.

Early Set Up:

For an additional \$10, vendors are able to set up Friday, November 18, 2022 from 3:30pm-5:00pm.

Tables:

If you would like to use a school table, please include on the application. If you note that you will be bringing your own tables, you will not be provided one on the day of the event.

Communication:

The Roosevelt PTO committee will be contacting vendors via email and phone before the event. Please email questions to RooseveltPTOMcDonald@gmail.com

Chinese Auction /Baskets:

We will be holding a Chinese Auction at the event and request that all vendors please bring an item to donate for our vendor basket.

Vendor Respect:

We ask that you please wait until 3:45pm at the earliest to start taking down your area. This is out of respect to the vendors who want to stay for the entire show and allows for easier access for customers attending the show.

Disclaimer:

By signing below, the vendor understands this application language and the following: The Roosevelt PTO's Craft & Vendor Show will be accepting vendors on a first come basis. Vendors understand that not all requests (except for electricity) may be met. All positions for vendors are final upon the day of set up 11/19/2022. The Craft show will accept only one specialty vendor (LuLaRoe, etc.) again, based on applications. Vendors will please bring one (1) item for the Chinese auction. Vendors understand that the Roosevelt Craft & Vendor Show is a fundraiser for the McDonald Local Schools Roosevelt PTO. The primary purpose of the Craft & Vendor Show is to benefit Roosevelt Elementary and these funds along with fundraising will directly benefit our students and school by supporting school wide events, purchasing classroom materials and equipment, reducing the cost of field trips, sponsoring assemblies and so much more.

_____ -- Signature

____/____/2022 -- Signature Date

Total Spaces Requested : _____ @ \$ _____

Total Tables Requested: _____ @ \$ _____

Early Setup : \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

FOR OFFICE USE ONLY:	Check Name -	
	Check Number-	
	Cash -	