

**PS 130, The Parkside School  
PTA Winter Bazaar  
Saturday, December 13, 2014  
East 5<sup>th</sup> Street and Ft. Hamilton Pkwy**

**VENDOR CONTRACT  
Friday, December 5, 2014, Deadline for Reservations & Payment**

Upon signing and submitting the Vendor Contract to the PS 130 PTA, the vendor acknowledges responsibility to the City of New York Department of Education, PS 130 and the PS 130 PTA for any and all damages to the venue or visitors to the Winter Bazaar event as a direct result of the negligence of the vendor. The City of New York Department of Education, PS 130 and the PS 130 PTA are not responsible for theft, loss, damages, or bodily injury to the vendor or employees of the vendor. By signing the agreement, the vendor accepts and acknowledges all rules and regulations listed above and below:

1. Vendor agrees to pay \$35 per single table measuring approximately 5' x 2' or \$50 for a double table measuring approximately 10' x 2'.
2. Vendor understands that reservation of spaces is on a FIRST COME FIRST SERVED BASIS. Reservation will be guaranteed if payment is received with signed contract, until all available spaces have been reserved.
3. Set-up will be from 9:00 – 11:00 am. Doors will open to the public at 11:00 am. All sales conclude at 3:00 pm and vendors must leave school property no later than 3:45 pm on the date of event. Vendors may not begin cleaning up before 3:00 pm. Vendors leaving the event area in any condition requiring maintenance will be charged no less than \$50 to be paid in full before any subsequent vendor days may be used or scheduled.
4. No vehicles will be parked on PS 130 property.
5. All displays and sales must be contained within vendor's purchased space(s).
6. A limited number of electrical outlets are available on a first come first served-basis upon notification of the PS 130 PTA.
7. Payment entitles vendor to a table and 2 chairs for use during the event.
8. Vendor MAY NOT MOVE or remove any furniture, equipment or PS 130 property from the premises.
9. Vendor agrees that there will be no distribution of literature without prior approval of the PS 130 PTA.
10. The sale of firearms, live ammunition, live animals, or any game of chance is STRICTLY PROHIBITED.
11. Vendor is responsible for cleaning up his/her table and for disposal of all trash in provided bins.
12. ABSOLUTELY NO CHEMICALS MAY BE USED ON PS 130 PREMISES.
13. Unfortunately the PS 130 PTA is not equipped to provide refunds for any reason. NO REFUNDS will be given due to weather conditions. If a vendor wishes to cancel at least 14 days in advance (by November 29th), then the PS 130 PTA will keep a record of this cancellation and apply it as a credit for future PS 130 PTA events (should they occur).
14. Vendor understands and acknowledges that the PS 130 PTA does not guarantee exclusivity, and that there may be other vendors promoting similar products on the same day at the event.
15. Vendor understands and acknowledges that only new or newly crafted merchandise may be sold.
16. Vendor is solely responsible for collecting and remitting, as required by law, all state sales tax.
17. Any Vendor not arriving by 9:45 am on the scheduled day may forfeit reserved space at the PS 130 Winter Bazaar, unless previously arranged with the PS 130 PTA.
18. The PS 130 PTA reserves the right to: a) re-assign tables space if deemed necessary by the PS 130 PTA; b) remove a Vendor from the event; and c) restrict Vendor's future participation at PS 130 PTA events.
19. There will be musical performances at the event. Vendors not wishing to be placed near the performance area are responsible for notifying the PS 130 PTA.
20. To confirm reserved spaces, contact us at [info@ps130pta.com](mailto:info@ps130pta.com).

INTERPRETATION OF ALL RULES AND SITE ASSIGNMENTS SHALL BE AT THE DISCRETION OF THE PS 130 PTA. By signing this contract I acknowledge that I have read and will abide by the rules and regulations of the PS 130 Winter Bazaar as outlined in the above Vendor Contract. I also understand that I must submit a signed Contract AND submit a complete Table Reservation Form below to reserve my spot.

---

Vendor's signature

Date

---

Vendor's printed name

**PS 130, The Parkside School  
PTA Winter Bazaar  
Saturday, December 13, 2014  
East 5<sup>th</sup> Street and Ft. Hamilton Pkwy**

**TABLE RESERVATION FORM**  
**Monday, December 1, 2014, Deadline for Reservations & Payment**

Please type or print clearly and submit completed Form and signed Contract with payment made payable to the PS 130 PTA, by Friday, December 5, 2014, to

**The PS 130 PTA**  
**70 Ocean Parkway**  
**Brooklyn, NY 11218**

---

Name

---

Business Name

---

Street Address

---

Phone Number

---

email

---

website

---

Brief description of merchandise for sale

I would like to reserve:

- Single Table (approximately 5') at **\$35**  
 Double Table (approximately 10') at **\$50**

Total Enclosed \$ \_\_\_\_\_

I require placement near an electrical outlet.

I do not wish to be placed near the performance area.

**RAFFLE**

The PS 130 PTA will be holding a raffle the day of the Winter Bazaar. If you would like to donate an item to the raffle, please list the prize below and be sure to bring it with you on the day of the Bazaar. Proceeds to benefit the PS 130 PTA general fund. **YES! I would like to support the PS 130 PTA and promote my product(s) by donating the following raffle prize(s):**

---

Submit completed Form and signed Contract with payment made payable to the PS 130 PTA, by Friday, December 5, 2014, to

**The PS 130 PTA**  
**70 Ocean Parkway**  
**Brooklyn, NY 11218**

[info@ps130pta.com](mailto:info@ps130pta.com) for more info