



Spring Fling

Vendor Contract 2018

Place: **St. Paul's Lutheran School**
12022 Jerusalem Road
Kingsville, MD 21087

Date & Time: **May 12, 2018**
10:00am to 3:00pm

Registration Fee: **\$30.00 due on first come, first serve basis**
SIGNED CONTRACT and Registration fee required to hold your space
RAIN OR SHINE
ABSOLUTELY NO REFUNDS

Vendors may arrive at 8:30am and be fully set up by 10:00am. Doors will close at 3:00pm. We ask all vendors to be out of the building by 4:00 pm.

Your registration entitles you to either an 8 foot space for a table in the Parrish Hall or a 10 X 10 parking space in our parking lot. I will book the Parrish Hall first then book spaces in the parking lot next (unless otherwise requested). You may use a 10 X 10 canopy for your space outside!

You will be required to supply your table(s), however if you would like to rent a table for \$5.00 please let me know in advance. Bring a table cloth for the table. If you need the use of electricity you **MUST** bring your own extension cord and make arrangements with me in advance, since outlets are limited. You are not allowed to put nails in walls. If your spot is next to a wall and you would like to hang a sign you can use masking tape.

Outside food vendors are not allowed. St. Paul's Lutheran School will be selling food, drinks and snacks.

Full payment is due ASAP. If I do not receive your signed contract and payment your spot will go to the next vendor in line for that category. You can scan your signed contract and email it to me or you can snail mail it. For payment you can either mail your check (**written out to PALS our parent group running the event**) with your contract or you can use PayPal. I can e-mail you an invoice from Pay Pal or you can send payment to events@stpaulskingsville.org. Please make note in the comments section that this is a Spring Fling Registration.

I am going to advertise with The Patch, Craigslist, and Facebook as well as place flyers out in the neighborhood and in stores on bulletin boards. I would ask that you Email Blast, and post our Facebook event on your Facebook wall also. News travels fast, so I am asking all vendors to invite everyone they can. I am also going to have signs on Bel Air Road and in front of St. Paul's Lutheran Church.

With all this being said, I look forward to meeting you and thank you for being a vendor!
Shelley Kowalczyk

Send contracts to:

35 Sylvan Park Court
Nottingham, MD 21236

732-915-0113
shelleykowalczyk@comcast.net

Office Use:

Company Name - Item/selling promoting

Your Name

Payment Method/Date

Phone number

Sign & Date

Total Paid

E-mail

Needs (Electric, Table Rental, Outside)

Inside/ Outside