



Howard PTO Bazaar Application 2015  
Saturday, December 5<sup>th</sup> 9 am – 4 pm  
Location: Howard Elementary School  
700 Howard Avenue, Eugene, OR 97404

**\*\*\*Howard Staff Members Only\*\*\***

Full name: \_\_\_\_\_

Room #: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Product description: \_\_\_\_\_

Electrical hookup-required? \_\_\_\_\_  
(Please bring any needed extension cords)

Will all proceeds be used to benefit Howard Elementary School students? \_\_\_\_\_

\_\_\_\_\_ Please note how many 8 foot tables you will need

Additional comments: \_\_\_\_\_

Please review the Howard PTO Bazaar Rules & Regulations on the following page before submitting your application. By signing the application you are agreeing to the rules and regulations of the Howard PTO Bazaar.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Katryna at: [howardelemenatrypto@gmail.com](mailto:howardelemenatrypto@gmail.com) or  
find us on Facebook Howard PTO



Received	
Processed	
Payment details	
Additional info:	



## Howard PTO Holiday Bazaar Rules and Regulations & other information

- Table Fees are due within 5 days of the application being approved
  - We will accept cash, check, or credit
  - Table Fees are non-refundable
- Electrical access is limited and will be assigned to vendors for business needs only. It will be granted on a first come first serve basis.
- We will only allow one representative to sell a brand product (Mary Kay, Stella & Dot) Please be clear if you are a selling a commercial line.
- If you need special accommodations please advise us in advance.
- We will be advertising very heavily to increase traffic for you and other vendors. Please support our efforts by spreading the word however you are able to. Showcase your goods on our Facebook share our FB event.
- We are cross-advertising with three other bazaars in the area on the same day to increase traffic for all four bazaars.
- If you would like to be seated next to a specific vendor please indicate this in the “Additional comments” section of the application.

Door will open to vendors at 7:30 am. Please go to the registration table first to receive your table assignment. We will not be able to reassign your space the day of the event. We will try to honor all special requests that were made. Two chairs will be provided for each vendor. Vendor must provide all table linens, and store all extra goods and supplies underneath their table.

Neither Howard Elementary School PTO, 4j School District, Howard Elementary School, any of it's employees or volunteers will be liable for any damage, theft or injury to customers for product liability. You are responsible for your property and persons at all times. By signing this contract the applicant agrees neither he/she nor his/her representatives will take any legal action against any of the above named and will follow the rules and regulations.

Contact Katryna at [howardelementarypto@gmail.com](mailto:howardelementarypto@gmail.com) with additional questions. You may also visit [howard.4jlane.edu/parent/pto](http://howard.4jlane.edu/parent/pto) for registration forms. Look for us on Facebook under Howard PTO

