



**APPLICATION & INFORMATION**  
**Shepherd PTO Fall Craft & Vendors Fair**  
**Show Date: Saturday, September 26<sup>th</sup>, 10am-4pm**  
**Application Deadline: September 14<sup>th</sup>**

**Application Process & Fee:** \$25 per booth paid with application (cash or check payable to Shepherd PTO) plus an item worth \$10(+) to be donated to the prize raffle drawing, to be submitted at the Fair. Application Deadline: September 14<sup>th</sup>. If vendors apply from the same/similar companies, priority will be given to application received first. Priority will also be given to those with students at Shepherd.

**Booth & Display:** You must provide your own table/display. Your space will be approximately 7' wide x 4' deep. Limited spaces with access to electricity will be available and will be granted by request, priority based on when application was received. Up to two chairs will be provided.

**Applicable Sales:** As this is a fundraiser for an elementary school we will be prohibiting any vendors that we may deem inappropriate. This will be at the discretion of the PTO Board. We will also not allow the sales of food, candy or drinks with the exception of pre-packaged items that are specifically related to your business (i.e. canned goods, spice mixes etc.)

**Application Fee Refunds:** Refunds will be given provided vendors cancel on or before September 21<sup>st</sup>, and then only if a vendor is on the waiting list to take that spot.

**Set-Up & Tear-Down:** The Fair will take place at the new Shepherd gym. The gym will be open for set-up at 8:45am. Please unload your vehicle and then park at the south end of the school (by the cafeteria) or behind the school. This will leave parking free for customers. If you need help with items, please ask for assistance; **do not slide items across the gym floor. No floor covering may be taped to the floor.** Please have your booth ready for customers no later than 9:45am. Please do not begin to dismantle your booth until the Fair is officially over at 4pm.

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Your First & Last Name \_\_\_\_\_ Home Ph# \_\_\_\_\_

Business/Product Name \_\_\_\_\_ Cell# \_\_\_\_\_

Email Address \_\_\_\_\_

Briefly describe your business or craft: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your child(ren) attend Shepherd? Yes  No  Please list their name and grade \_\_\_\_\_

Are you requesting electricity (limited): Yes  No  How many chairs do you require: 1  2

**Agreement:** I have read, understood and agree to abide by the rules of the Shepherd PTO Fall Craft & Vendors Fair as furnished by this application. I agree not to be a party to any action, suit or claim against Shepherd Elementary or Shepherd PTO.

\_\_\_\_\_  
**Exhibitor Signature** \_\_\_\_\_  
**Date**

Please sign and return *with application fee* to:  
  
**SHEPHERD ELEMENTARY PTO**  
 RE: Shepherd Craft & Vendors Fair  
 1748 Charlotte Hwy.  
 Mooresville, NC 28115

Questions? Email [info@shepherdpto.com](mailto:info@shepherdpto.com) or call Melissa at 704-658-7151