



## Vendor Information Sheet

**Date:** Saturday February 2, 2019 from 10 am – 2 pm

**Location:** Carrollwood Elementary, 3516 McFarland Road, Tampa 33618

**Purpose:** Raise money for Carrollwood Elementary School - 100% of the proceeds from this event go directly to the teachers to purchase supplies, educational software and other classroom materials to enhance the learning environment for all students.

**Average Attendance:** 1,000+

**Activities:** Classroom activity booths, bounce houses & games, food, live entertainment, DJ, vendor booths, and silent auction.

**Cost:** \$50 for PTA members and \$100 for non-PTA members. Booths with items for sale are asked to donate 20% of sales back to the event. In addition, we ask that all vendors donate one item to our silent auction or prize drawing.

**Booth Details:** Space is approximately 10' X 10'. You must provide your own tables, chairs, tents and display materials. Electricity may be available on a limited basis – please call if required; you are required to provide your own extension cords. Space set-up begins at 8 am on the day of event; all vehicles must be removed from HootieFest grounds by 9:30 am. Clean up needs to be completed by 3:00 pm.

**To Reserve Your Space:** Email Victoria McWilliams at [victoria@carrollwoodpta.org](mailto:victoria@carrollwoodpta.org) or call 813-784-3442. Please make check payable to *Carrollwood Elementary PTA* and send with your completed application to: **Carrollwood PTA, 3516 McFarland Road, Tampa, FL 33618**. All applications are due no later than January 25th, 2019.

**Upon receipt of your completed application and payment, you will receive a confirmation email. We will only accept one vendor per direct selling group (e.g. Pampered Chef, Party Light, Thirty – One, etc.) and reserve the right to limit other product types. All booths are granted on a first come, first served basis.**



## Vendor Registration Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do you require electricity? \_\_\_\_ YES \_\_\_\_ NO

Special booth requests: \_\_\_\_\_

\_\_\_\_\_

Product and Booth Description: \_\_\_\_\_

\_\_\_\_\_

Description of item to be donated : \_\_\_\_\_

Estimated Value: \_\_\_\_\_

### RELEASE OF LIABILITY:

With signature of this application, I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against Carrollwood Elementary School, Hillsborough County Public Schools, Carrollwood Elementary PTA, their representatives, successors and assigns for any and all injuries and damages suffered by me at this event. Further, I hereby grant full permission to Carrollwood Elementary School and PTA, or their authorized agents, to use any photographs, videos, recordings or any other record of this event for any legitimate purpose.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_