

Tyngsborough Holiday Marketplace

Sunday, November 4, 2018
9 am – 2 pm



Tyngsborough Elementary School

Sponsored by:



Dear Vendor:

The Tyngsborough Scholarship Trust is pleased to announce the **2018 Holiday Marketplace** being held on Sunday, November 4, 2018 from 9 am – 2 pm at the Tyngsborough Elementary School.

This is the 15th year the Holiday Marketplace will bring together exhibitors of handcrafted items, gift and decorative items, as well as town organizations and representatives of the home-based business work force.

Please join us on November 4 at the Tyngsborough Elementary School (TES) located at 250 Westford Road, Tyngsborough, MA. The Holiday Marketplace will be held in the school cafeteria and tables are provided. Set up begins at 7:30 am. Plenty of food and refreshments will be available throughout the day for shoppers and exhibitors. TES offers ample parking as well.

Below are the terms of the Holiday Marketplace event:

- Application must be mailed or emailed in order to reserve your table. **Applications should be returned by 10-26-2018.** Acceptance is on a first come first serve basis and will be confirmed in advance via email. Organizers reserve the right to refuse any application for reasons including but not limited to appropriateness, duplication or space limitation.
- **Space fees** are variable to accommodate your requirements:
 - \$30.00 5 ft round table with no electrical service
 - \$40.00 6 ft long table with electrical service
- In addition to the fees stated above, we are asking that each Holiday Marketplace vendor **donate one item** to our raffle table. You are free to raffle one item at your own space.
- Final reminders and set up instructions will be emailed on or before 10-31-2018.
- All tables must be covered. Remember to **bring your own table cloth** and any enhancements you may wish to use. **You are NOT permitted to bring your own table.**

- Displays must be **set up by 8:45 AM**, and **cleaned by 3 PM**. The Fair/Marketplace hours are 9 AM until 2 PM. **Set up time begins at 7:30 AM**.
- We will make every attempt to make sure that Marketplace vendors are not grouped by merchandise/service. This will lessen any competition.
- You are responsible for the security at your own space; we do not provide that service.
- We will offer a **Fair Listing** of all registered Holiday Marketplace vendors.
- Cash & carry items are encouraged. If you must take orders for merchandise, we encourage that all deliveries be made before Christmas. If you cannot guarantee pre-Christmas deliveries, please explain this to your customer.
- Every exhibitor/vendor hereby indemnifies and holds harmless the Tyngsborough Scholarship Trust and agrees to be fully and solely responsible for any damage or injuries caused to any property and persons harmed by intentional or negligent acts of the exhibitor/vendor, his/her employees and agents.

We hope you will consider participating in this event. Attached is a table rental application which should be mailed or emailed to the appropriate address below by October 26th. Please be in touch with any questions.

Best regards,

Karen O'Donnell
Chair, Holiday Marketplace
Tyngsborough Scholarship Trust
PO Box 547
Tyngsborough, MA 01879

Email: <mailto:tyngsboroughholidaymarketplace@gmail.com>

Phone: 978-649-9751

Tyngsborough Holiday Marketplace

Sunday, November 4, 2018 Tyngsborough Elementary

Table Rental Application

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone: Home/Business _____

Email: _____

Describe your merchandise you will display, use back of form if needed.

Please indicate your raffle item here: _____

(Fair volunteers will collect raffle donations at the beginning of the event)

Please note: **Non-profit organizations** in town, including scout groups, are offered
any space at half-price (\$15 for round table/\$20 for rectangular).

=====

Indicate your space selection:

5 ft round table, no electrical service	\$30.00	\$ _____
---	---------	----------

6 ft rectangular table with electrical service	\$40.00	\$ _____
--	---------	----------

Total Due (Please make checks payable to TST)	\$ _____
---	----------

Your required signature below verifies that you have read and understood the terms of this event.
Please **mail payment to TST, PO Box 547, Tyngsborough, MA 01879 by deadline of 10/26/18.**

Vendor Signature _____ Date _____