

# Tyngsborough Holiday Marketplace

**Sunday, November 5, 2017**

**9 am – 2 pm**

## **Tyngsborough Elementary School**

Sponsored by:



Dear Vendor:

The Tyngsborough Scholarship Trust is pleased to announce the **2017 Holiday Marketplace** being held on Sunday, November 5, 2017 from 9 am – 2 pm at the Tyngsborough Elementary School.

This is the 14<sup>th</sup> year the Holiday Marketplace will bring together exhibitors of handcrafted items, gift and decorative items, as well as business services and representatives of the home-based business work force.

The Marketplace event will take place concurrently with the 10<sup>th</sup> Annual Tyngsborough Trot 5K Run/Walk for Education. This road race and fun walk is sponsored by the Education Foundation for Tyngsborough and draws many students, teachers, community members and runners from surrounding communities.

Please join us on November 5 at Tyngsborough Elementary School (TES) located at 250 Westford Road, Tyngsborough, MA. The Holiday Marketplace will be held in the school cafeteria. Plenty of food and refreshments will be available for shoppers and exhibitors. TES offers ample parking as well.

The day's events are scheduled as follows:

|                     |   |
|---------------------|---|
| 7:30 am             | Exhibitors set up for Holiday Marketplace                           |
| 9:00 am – 2:00 pm   | Holiday Marketplace hours   |
| 10:00 am            | Kid's ½ Mile Fun Run for Education                                  |
| 10:30 am – 11:30 am | 10 <sup>th</sup> Annual Tyngsborough 5K Trot Run/Walk for Education |

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 10-27-2017.** 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 10-31-2017.
- 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 27<sup>th</sup>. Please be in touch with any questions.

Best regards,

Karen O'Donnell & Sue Bowden  
 Co-Chairs, Holiday Marketplace  
 Tyngsborough Scholarship Trust  
 PO Box 547  
 Tyngsborough, MA 01879

Email: <mailto:tyngsboroughholidaymarketplace@gmail.com>  
 Phone: 978-649-9751 (Karen)

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Sunday, November 5, 2017 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).

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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 10/27/17.**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_