

# Hermantown PTO Shopping Event

Saturday, November 2nd, 2019  
Hermantown Middle School Gym  
9:00am-1:00pm  
Setup begins at 7:00am Saturday

Please complete this agreement and mail it with your check

(Payable to Hermantown PTO) by October 4<sup>th</sup>, 2019 to: Mackenzie Bolf  
5194 Seville Rd.  
Hermantown, MN 55811

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

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

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

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

Space rental: \$25.00 a space (12 foot length).

Amount Enclosed:

\_\_\_\_\_

Do you need an electrical outlet? (Outlets are limited so will be given out on a first come first served basis. Please bring your own extension cords) Circle: Yes or No

Describe what you will be selling at your space:

\_\_\_\_\_

\_\_\_\_\_

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

\*Wi-Fi is  
available

\*Please email (bolfmackenzie@gmail.com) a company approved logo that may be used on the flyer.

\*Hermantown PTO and Hermantown Schools will not be held responsible for any injury or loss incurred by the exhibitor or their staff, either personal or material.

# Hermantown PTO Shopping Event

**Date:** Saturday, November 2, 2019

**Place:** Hermantown Middle School Gym

**Hours:** 9:00 A.M. – 1:00 P.M.

**Set up:** Saturday, November 2, 2019, 7:00 -9:00 A.M.

**Tear Down:** Saturday, November 2, 1:00 – 2:00 P.M. Keep in mind that booths must be open and in operation the entire event. Do not pack up and remove anything prior to 1:00 P.M; that will signal to shoppers that the event is closing and vendors may lose potential sales.

**Displays:** Spaces will be assigned upon receipt of paid registration. If you want to be next to another vendor, please indicate on the registration form. There is no way to guarantee that your request will be honored (we will try our best).

**Tables/Chairs:** There are no tables or chairs available, please bring your own.

**Entry Fee:** \$25.00

**Refunds:** Refunds will only be issued if the sale is full or we have duplicate vendors (We will work very hard to make sure this does not happen).

**Deadline:** Vendors may purchase or register for spaces as long as space remains. However, those that register before Oct. 4<sup>th</sup> will be included on our flyer that will go out to families at the schools and may be included in advertising in the Hermantown Star. Please remember to email a company approved logo that may be used on the flyer.

**Confirmation:** Confirmation emails will be sent out to vendors once registration has been received. Vendors will also be emailed a flyer that they may use to help in advertising. This will be sent out after October 4<sup>th</sup>.

**Food:** There will NOT be any food concessions at the event. Please bring any items you may need.

**Smoking:** Use of tobacco products is NOT ALLOWED in or around the school.

**Sponsor:** Hermantown PTO.

Any questions, please email Mackenzie Bolf ([bolfmackenzie@gmail.com](mailto:bolfmackenzie@gmail.com)) or Jaime Wentzel ([jaimewentzel@gmail.com](mailto:jaimewentzel@gmail.com))

**Thank You!**