

Elf Shop 2018

West Jefferson Elementary Rules and Regulations for Participants

Tuesday, December 11th & Wednesday, December 12th

Tuesday hours 8:00am-5:30pm (open to students, families, teachers & staff only)

Wednesday hours 8:00am-5:30pm

The Elf Shop

West Jefferson Elementary School (the "School") and the West Jefferson Elementary Parent-Teacher Association ("WJE PTA") are hosting, during the dates listed above, an event called the "Elf Shop." During the Elf Shop, participants sell craft items. Persons from the School community are invited to participate as vendors of retail items ("Vendors"). Vendors rent table space to display and sell their retail items. Vendors agree to the terms of the Elf Shop by completing and signing an attached entry form. Vendors are referred to as "Crafters" and "You."

Table Space

- 1) Table space will be a minimum of 6'x3' per Vendor. Table rental is \$20 per table. Vendors shall pay the PTA for their table space no later than Friday **December 3rd**. Vendors are accepted on a first come basis. If a Vendor requires power for a Vendor table, the Vendor shall indicate this on the entry form. Power is not guaranteed nor will extension cords be provided. Vendors may share or divide tables with others (i.e. multiple families may share a table or a Vendor may purchase half a table to share with someone they don't know). Any table rental check returned due to insufficient funds will be assessed the returned check fee in the amount of \$40.00.

Tagging items

- 1) Crafters are required to **provide at least one item priced at \$2.00 or less.**
- 2) Crafters must offer two or more items that are hand crafted. **Crafts may not be of liquid or gel content unless preapproved.**
- 3) Proper tagging will ensure compensation for your sales. Each crafter will supply their own tags. As students and visitors shop, they will gather items from each table. A cashier will be at the exit to collect tags and payment. This allows you not to be present at your table. Crafters are asked not to

- enter the cashier's area during the time of the show. Sticker tags **DO NOT** work well, please avoid these.
- 4) Tags are to be clearly marked with your table number and price. In the event that you share a table, a letter may be used to identify each family. Tags should be taped or tied to each item. It must be easy for the cashier to remove tags at check-out.
 - 5) If you decide to change the price of an item, a new tag must be attached. Cashiers cannot accept tags that have remarked prices.
 - 6) Items should all be tagged prior to set up on the Wednesday evening before the Elf Shop.

Set Up

- 1) Crafters will be allowed into the gym for setup on Monday, December 10th between 4:00-6:30 PM.
- 2) You are encouraged to decorate your tables in a holiday manner.
- 3) You may display crafts in any fashion as long as the displays are safe and will not topple over easily.

Restocking

- 1) You are encouraged to visit your table and to restock items as needed.

Tear Down

- 1) The sale ends at 5:30pm on Wednesday December 12th. All crafters are responsible to have their tables and space cleaned up by 6:30pm on Wednesday.

Food Products

- 1) **No prepared food items will be accepted** for sale by the crafters unless otherwise cleared with Elf Shop Chairperson.

Special Orders

- 1) No special orders will be processed through the WJE PTA Elf Shop.

Drug Free Zone

- 1) Jefferson County Schools are a drug, tobacco, alcohol, and firearm free zone. There is absolutely NO smoking permitted on the school grounds, which includes the grassy areas and parking lots. If you want to smoke, you must leave the School premises.

Payment Policy

- 1) The School and WJE PTA will pay you the total of the proceeds attributable to your tags, minus 20%, which the WJE PTA will retain as a donation.
- 2) The checks will be drawn from the WJE PTA account.
- 3) Payment of your sales will be made to you within ten working days of the sale.
- 4) A tax receipt for your donation to the WJE PTA may be requested from the WJE PTA.

Stolen or Damaged Property

- 1) West Jefferson Elementary and the WJE Parent Teacher Association are not responsible for any lost, stolen or damaged property. The area is secured in the evenings and locked up.

Compliance with District Policies.

Vendors shall comply with Jefferson County School District policies.



Elf Shop 2018

West Jefferson Elementary

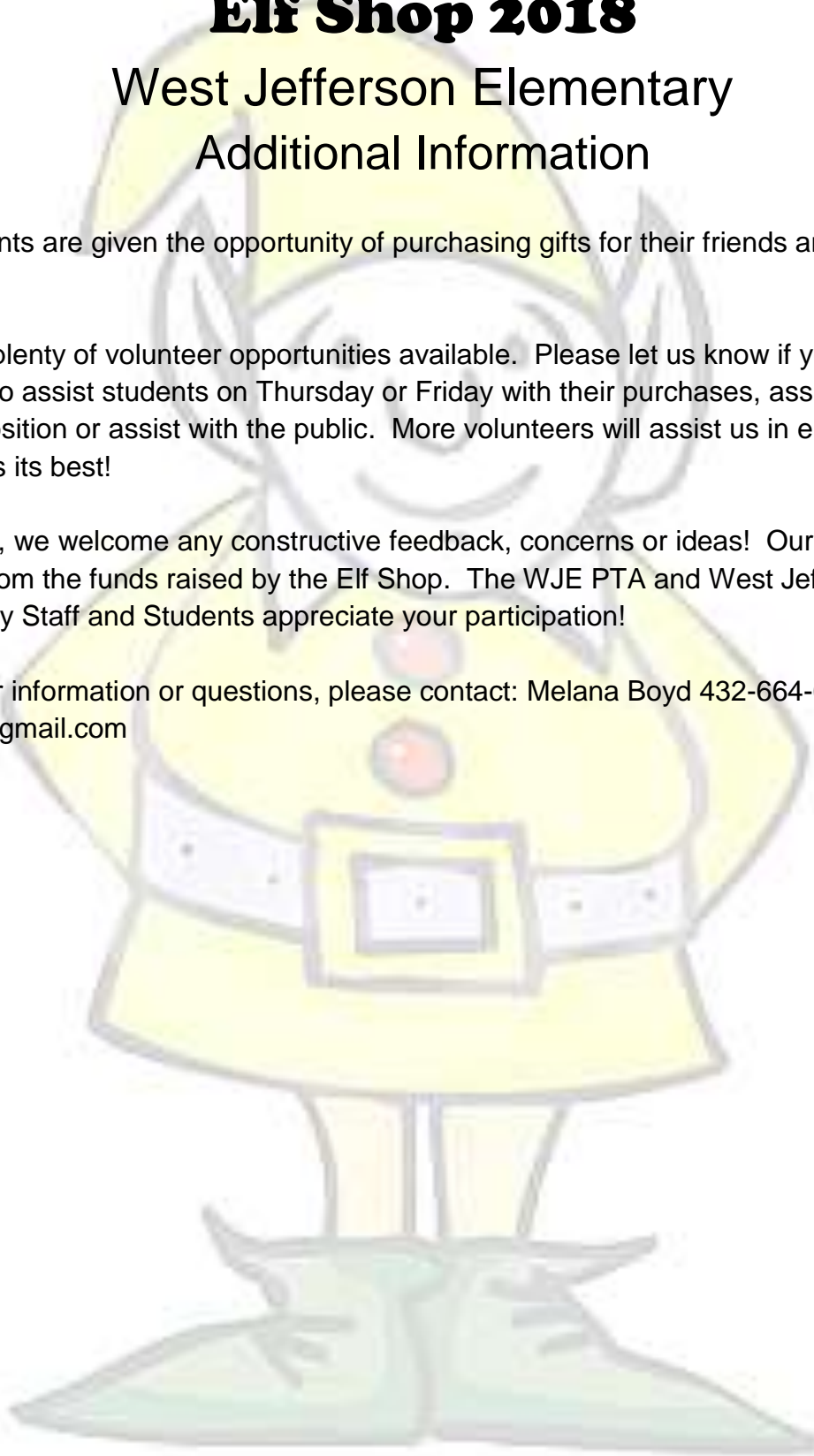
Additional Information

The students are given the opportunity of purchasing gifts for their friends and family members.

We have plenty of volunteer opportunities available. Please let us know if you are available to assist students on Thursday or Friday with their purchases, assist in the cashier position or assist with the public. More volunteers will assist us in ensuring the Shop does its best!

As always, we welcome any constructive feedback, concerns or ideas! Our school benefits from the funds raised by the Elf Shop. The WJE PTA and West Jefferson Elementary Staff and Students appreciate your participation!

For further information or questions, please contact: Melana Boyd 432-664-6317 or jiveguru@gmail.com



12th Annual West Jeff Elementary Elf Shop

Application & Guidelines

Tuesday, December 11th & Wednesday, December 12th, 2018

Entry deadline is Monday, December 3rd, 2018

Please Print

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Type of Craft _____

Please reserve _____ table space(s) at \$20.00 each for both days (Yes, you can share a space with Family and Friends)!

Or

Please reserve _____ ½ table space at \$10.00 each for both days.

_____ I will need a table

_____ I will bring my own table

Table Rental is \$20.00 for a space for both days (or \$10.00 for half table) and 20% of proceeds are donated to the WJE PTA to support our students. Electric hook up is limited and available on a 1st come/1st serve basis (bring your own cords). Please signify on your application if you need electrical. You do not need to man your table during show hours.

Show Hours are 8:00am to 5:30 pm on Tuesday and Wednesday (open to students, families, teachers & staff), and (open to the public 3:35-5:00pm). Set-up will be from 4:00-6:30 p.m. on Monday December 10th. Volunteers are welcomed. The West Jefferson Elementary Elf Shop is a family oriented event. No obscene or questionable items will be permitted. We reserve the right to refuse merchandise or crafters of objectionable nature. Any questions, contact Melana Boyd at 432-664-6317 / jiveguru@gmail.com

It is agreed that the dealer expressly releases WJE PTA from and agrees to indemnify the foregoing against all claims for any and all loss, damage, or injury, including but not limited to attorney's fees and all cost. I agree to abide by the rules and regulations set forth by WJE PTA on the WJEPTA.org website and assume complete responsibility for installing and handling my exhibit.

Signature _____

Date _____

Return this form with payment to WJE PTA, c/o Holiday Elf Shop
26501 Barkley Road, Conifer, CO 80433

Entry deadline is Monday, December 3, 2018

