

Cedarcrest High School PTSA – Class of 2028
Holiday Market
EXHIBITOR AGREEMENT

Event Address: Riverview Educational Service Center
15510 1st Ave NE Duvall, WA 98019

Event Date & Time: Saturday, November 14, 2026, 9:00am-3:00pm

Event Setup: Friday, November 13, 2026, 5:30-7:00 pm OR Saturday, November 14, 2026, 7:00-8:30am

Registration and Fees

- Final Registration contracts and payments are due no later than October 16, 2026. Space is limited. Booths will be assigned on a first-registered, first-served basis.
- All booth and optional-service fees are non-refundable once an exhibitor has been accepted. If CHS PTSA cancels the event, booth and optional-service fees will be refunded. CHS PTSA is not responsible for travel, inventory, lodging, or other expenses incurred by an exhibitor.
- Electricity is available for an additional charge of \$20. Booths with electricity are available on a first-come, first served basis, and the number available depends on how they fit into the floor plan. You will need to bring an extension cord. If you pay for but are not assigned a booth with electricity, we will refund the electricity charge.
- EACH VENDOR must donate one or more items with a combined retail value of at least \$30 for the CHS PTSA raffle. Donations must be new, suitable for the general public, and delivered at vendor check-in on the day of the event.
- Tables are not provided but are available for an additional charge of \$25 (size 6' X 30"). One chair per booth will be provided.
- No commissions are collected by CHS PTSA. Event sales will be the responsibility of each individual exhibitor. CHS PTSA will not collect money on behalf of any exhibitor. Each vendor is solely responsible for collecting and remitting any applicable sales tax and for maintaining all business licenses, permits, registrations, and insurance required for the vendor's activities.
- All proceeds from this event directly benefit Cedarcrest High School's Class of 2028.

Standard Single Booth	\$50	Approximately 8 feet wide by 3-5 feet deep.
Standard Double Booth	\$100	Approximately 16 feet wide by 3-5 feet deep.
Electricity	\$20	*First come, first served basis
Table Rental	\$25	
Social Media Advertising	\$20	Two extra "shout-outs" will be given with pictures of your products leading up to the market.

General Information

- A standard booth space is approximately 8 feet wide by 3–5 feet deep, depending on location, and is designed to accommodate one 6-foot-by-30-inch table. Exhibitors are responsible for providing any additional display items, such as tablecloths, shelves, lighting, signs, or props. All items must remain completely within the assigned booth space and may not extend into aisles or neighboring booths. This requirement will be strictly enforced for safety and fire-code compliance.
- All merchandise must be approved prior to the event date. All items must be handcrafted by the vendor. Imported or mass-produced items may not be sold. Other items are allowed at the discretion of the CHS Holiday Market Committee. Vendors in violation on the day of the market will be asked to leave and will not receive a refund.
- All vendors must submit photos of their work with their completed application. Applications and product photos will be reviewed before acceptance. If an application is not accepted, all booth and optional-service fees will be refunded. Once an exhibitor has been accepted, all fees are non-refundable unless the event is cancelled by CHS PTSA.
- CHS PTSA reserves the right to require the immediate correction or removal of any display, equipment, merchandise, or activity that is unsafe or does not comply with this agreement or venue requirements.
- Food must be prepared, packaged, labeled, displayed, sampled, and sold in accordance with all applicable King County and Washington State requirements.
- Exhibitors may not damage any property belonging to Riverview School District, CHS PTSA, the event venue, or a rental provider, including walls, floors, tables, chairs, or other equipment. Nails and tacks may not be used on walls or other surfaces. Signs and decorations may be attached only with blue painter's tape.
- You are responsible for staffing your table throughout the event.
- You are responsible for cleanup and removal of your merchandise at 3:00 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 4:00 p.m. Please ask for assistance if you need help.
- Any items left behind will become the property of Cedarcrest High School PTSA.

CHS PTSA will be responsible for:

- Providing you with electronic flyers for your distribution.
- Placing signs/banners around the Duvall/Carnation area.

LIABILITY LIMITATIONS

Each exhibitor is solely responsible for any injury, property damage, loss, or claim caused by or arising from the exhibitor's negligence, merchandise, products, services, displays, equipment, employees, assistants, or activities.

CHS PTSA and Riverview School District will not be held responsible for losses including but not limited to the following:

- Merchandise, displays, equipment, or other exhibitor property that is lost, stolen, or damaged.
- Exhibitor property damaged or destroyed by fire, severe weather, or another unforeseen event.
- Property damage or bodily injury caused by or arising from an exhibitor's merchandise, products, services, displays, equipment, activities, or negligence.