

# Boonton PTA Mothers Market

Saturday April 6<sup>th</sup>, 2019

John Hill School Gymnasium, 435 Lathrop Avenue, Boonton NJ  
(Front entrance)

**APPLICATION REQUESTS:** To request a table for the Mothers Market, please complete this application & attach a \$30.00 check, payable to the Boonton PTA. Completed applications & checks can be submitted to your child's homeroom teacher or mailed to:

John Hill School  
Attn: Boonton PTA  
435 Lathrop Avenue  
Boonton, NJ 07005

*Please note: We cannot accept table applications for businesses.*

*The Boonton PTA Mothers Market is strictly for the sale of gently used children's items.*

**Application Name:**  
(Individuals ONLY, no businesses)

**Additional Helper:**

**Phone:**

**Will you be bringing a clothing rack?**

(Only 1 permitted per vendor)

**Briefly describe items being sold:**

This information will be put into a Shopper's Guide.

Be sure to note general clothing sizes and any special or oversize items.

**Address:**

**City/State/Zip:**

**Email:**

Your cashed check is confirmation that you will have a table.

Vendor information & details will be emailed to you 1 week prior to the event.

Table assignments are given on a first come/first serve basis. We will contact you if/when a table becomes available. Your check will NOT be cashed unless you have a table. In the event you are unable to get a table your un-cashed check will be shredded. If you prefer the check be returned please enclose a self-addressed stamped envelope & make note on the application.

## **Boonton PTA Mothers Market Waiver:**

I understand that the Boonton School District and the Boonton PTA will not be responsible for merchandise lost, damaged or stolen at The Mother's Market. I/We agree to remove all leftover merchandise and packing materials at the end of the market from the sale site and to adhere to vendor rules included in this packet. I/We further agree to hold the Mother's Market organizer, Boonton School District/Boonton PTA member harmless for damages both financial and physical, resulting from any actions that occur during the Mothers Market event and/or on the premises of the Boonton High School the day of the event. This covenant pertains to both actual and implied occurrences. **I have read and understand the Mothers Market Vendor Guidelines (attached separately & also available on Boonton Schools website & Boonton PTA Facebook page).**

**Printed Name:**

**Signature:**

**Date:**

# Boonton PTA Mothers Market

## Rules & Guidelines:

### **APPLICATION ACCEPTANCE & TABLE ASSIGNMENTS:**

Boonton PTA Mothers Market vendor applications will be accepted at a first-come, first-serve basis. Each vendor will only be able to purchase one (1) table. To be eligible for a table you must submit this application with your payment and signed waiver form (included) by March 15<sup>th</sup>, 2019. A cashed check is confirmation that your application has been accepted. You will be notified of your table assignment by e-mail. Unfortunately, we are unable to accept specific table location requests.

By reserving a table you are gaining admission for yourself and one other adult. All other “helpers” (other than those just helping to unload your car) will be charged \$3 admission fee.

### **VENDOR RULES**

Please plan to arrive between 8 a.m. (no earlier) and 8:30 a.m. (no later) Saturday morning. At this time you will be shown to your table (6' x 2.5') and begin to set up your merchandise (one chair will be provided). Doors will close to vendors at 9:00 a.m. so please plan accordingly. Vendors & “helpers” will have a chance to shop during this set-up time. The doors will open to the public at 10:00 a.m.

Parking for the Mothers Market is limited, therefore we ask vendors & “helpers” to drive together. Please adhere to this request since limited parking results in fewer shoppers and less opportunity to sell your merchandise! Additional Parking can be found in the Boonton High School parking lot, Kanouse Street, & Old Boonton Road.

Vendors will not be allowed to display their goods other than on and around their tables. Food and beverages are not permitted at vendor tables for purchase. Each vendor is allowed approximately 2 feet on each side of their table. DO NOT set up any merchandise beyond this amount of space. Please respect the boundaries as they provide easier traffic in the aisles and increased safety for everyone. You will not be eligible to participate in future events if this is not respected.

Clothing racks are ONLY allowed directly next to your table. We must be informed if you plan to bring a rack so that we can assign tables accordingly. NOTE: Vendors are allowed one clothing rack per table assignment unless they wish to not have a table and just use space for two racks. YOU MUST PROVIDE YOUR OWN CLOTHING RACK.

Vendors will be responsible for removing any leftover merchandise as well as any trash left at their table area. All garbage and recycling must be thrown out.

**(Anything that is left behind in the school will be donated or thrown away!)**

We strongly recommend that vendors do not bring young children to the event, especially during set-up (specifically toddlers/preschoolers).

### **OVERSIZED ITEMS**

All oversized items are required to be on display in the designated “Oversized Item Area”. Vendors are responsible for individually tagging each of their items in the Oversized Room using tags provided by the Boonton PTA. Tags will be available during set-up at the Mothers Market. If you require your tags in advance, please send a self-addressed, stamped envelope along with the number of tags you require with your application.

A clearly labeled PINK tag is to be securely attached to the item while an identically labeled BLUE tag stays with YOU, the vendor. When a shopper decides to purchase your item, he/she will come to you with the item information and pay you directly. Then the shopper will return to the item with the BLUE tag as their receipt to claim the paid-for item. Boonton PTA volunteers will keep both tags for our records. All oversized items must be removed IMMEDIATELY once purchased, (we do not have a "hold" area) and we cannot put items aside.

You should have two tags for each item, a PINK one securely attached to the item and a BLUE one with you as the receipt. The tags should both be marked identically with a permanent marker as follows:

**YOUR NAME – TABLE # – ITEM DESCRIPTION – PRICE**

Oversized items include, but are not limited to: strollers, pack-n-plays, playpens, cribs, toddler beds, outdoor play items (i.e. Little Tikes playhouses, climbing structures), crib mattresses, changing tables, exersaucers, jumpers, bassinets, high chairs, booster seats, toy boxes, baby swings, riding toys and car seats (anything that might cause your booth space to infringe on your neighbors space or on the aisle).

Please be advised that **toys will not be accepted in the oversized area**. The rule of thumb will be that anything that can fit into a shopping bag (even a large shopping bag) should be kept at your table.

The Boonton PTA Volunteers will do our best to protect the items in the oversized room. However, in the event an item gets stolen, **Boonton School District & Boonton PTA are not responsible for the cost of item**.

Consider checking the oversized designated area at least twice during the day to ensure your items still have the tags attached. Items cannot be sold without its vendor tag attached. Also consider reducing the price if an item is not selling.

Boonton PTA volunteers will supply post-its and pencils to shoppers so they can write down your oversized item & table information without removing the tags from your items.

We urge you to PLAN AHEAD! Other suggestions...If an oversized item has multiple large size parts, you may want to create additional tags indicating the number of parts (1 of 2, 2 of 2, etc.). Also, you can generate more interest in your items by displaying price lists and/or pictures of your oversized items at your table.

We suggest you come prepared with black permanent markers, pens, sticker tags/or signs for your table items, a log of your oversized items and prices to make your selling experience run as smooth as possible! Other ideas...think about putting clothes, shoes or bedding in labeled zip-lock bags with prices to make your table more organized. Toys, books and small items can go in clear bins that will fit on or under your table... Organization is key!

### **Promotions & Additional Information**

The Mothers Market Application & Rules and Guidelines can be found on the Boonton PTA's Facebook page and also on BoontonSchools.org. Please feel free to share the event via social media to help promote the event & attract shoppers. Working together will make our first Mothers Market a successful one!

If you have any questions please contact Tara Joyce, Tjoyce617@gmail.com