

John Muir Elementary School PTSA  
14012 132nd Avenue N.E., Kirkland, WA 98034  
makersmarket@muirptsa.org



## 2023 Muir Maker's Market & Auction Rules and Guidelines

### Show Hours

The Muir Maker's Market & Auction will be open to the public from 10:00 am to 4:00 pm on Saturday, December 9th.

### Reservations

Vendor space is limited and will be reserved once payment along with a completed vendor application, signed guidelines and rules form are all received. Space and electricity is also limited and will be granted on a first requested/first paid basis.

### Vendors

Vendor agrees to maintain the dignity and integrity of the show. We reserve the right to ask any vendor to leave the show if they are not acting in the best interest of the show and the families at Muir Elementary.

### Space and Stall Assignments

Stalls will range in size and will be at minimum 8' X 6'. The vendor agrees to confine display and selling activity within their space. Stalls will be assigned to vendors upon arrival. Please also note that **Wi-Fi is not available** at the school. It is recommended that you bring a device with data access to process card reader payments.

### Stall Setup

Vendors will be allowed to begin set up from **6:30pm to 8:00pm on Friday, December 8, 2023**. We will also have a brief set up period from **8:30am – 9:30am on Saturday, December 9**. School doors are locked overnight, but the school and PTSA is not responsible for any items left overnight inside the school. Doors open to the public at 10am sharp on December 9, and all booths should be completed by then. **No nails or tacks may be placed on the walls and signs can only be hung by using painter's tape. Vendors are also required to bring their own tables; none will be provided.**

### Clean Up & Tear Down

All booths or exhibits **MAY NOT** be removed until the **end of the show at 4pm on December 9, 2023**. Each vendor is responsible for leaving their area clean upon departure and for disposing of their trash and recyclables.

### Fees & Payments

All fees are due prior to the Muir Maker's Market & Auction. Once a space has been reserved and payment is made, the **vendor payment is non-refundable**. All proceeds from the fees will go directly to helping our 5th graders go to their outdoor education camp. Additional donations, including a percentage of your sales, are gladly accepted and are tax deductible.

### Silent Auction/ Raffle Basket Item

We are asking each vendor to donate 1 of their items to our basket silent auction & raffle. Your donation to our PTSA is tax deductible and if possible, we will need this donated item 2-3 weeks prior to the event (November 17-22).

### Signs & Printed Materials

All vendors must have a sign clearly marking the price of the products they are selling. Vendors are allowed to display materials that pertain to their products. No petitions or other printed material, political or otherwise will be distributed or displayed at the show without prior approval.

### Smoking, Drugs & Alcohol and Firearms

Smoking, drugs/alcohol and firearms are not permitted on school grounds.

### Animals

Vendors are not permitted to bring animals to the show unless approved by the Muir Maker's Market & Auction coordinator.

---

***"I have read the above Muir Maker's Market & Auction Rules and Guidelines. I agree to abide by them and maintain the integrity of this event and the school."***

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