



Elf Shoppe 2010

West Jefferson Elementary

Rules and Regulations for Participants

Friday, December 3rd and Saturday, December 4th
Friday hours 9:30am-5pm and Saturday hours 11am-3:30pm

Booth Space

- 1) Booth space will be a minimum of 8'X8'. Booth rental is \$25 and must be paid for prior to the show date. Crafters are accepted on a first come basis. Booths maybe divided so that multiple families share a booth (or you may purchase half a booth to share with someone you don't know). Any booth rental check returned due to insufficient funds will be assessed the returned check fee.

Tagging items

- 1) 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 booth. A cashier will be at the exit to collect tags and payment. This allows you not to be present at your booth. 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.
- 2) Tags are to be clearly marked with your booth number and price. In the event that you share a booth, a letter may be used to identify each family. Tags should be taped to each item. It must be easy for the cashier to remove tags at check-out.
- 3) If you decide to change the price of an item, a new tag must be attached. Cashiers cannot accept tags that have remarked prices.
- 4) Items should all be tagged prior to set up on Thursday evening.

Set Up

- 1) Crafters will be allowed into the gym for setup on Thursday, December 2nd between 5:00pm-6:30pm.
- 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 booth and to restock items as needed.



Tear Down

- 1) The sale ends at 3:30pm Saturday, December 4th. All crafters are responsible to have their tables and space cleaned up by 4:30pm Saturday December 4th .

Food Products

- 1) No prepared food items will be accepted for sale by the crafters unless otherwise cleared with Elf Shoppe Chairperson. The PTA will be hosting a simultaneous Bake Sale in the cafeteria. All food including samples must remain within the cafeteria.

Special Orders

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

Drug Free Zone

- 1) Jefferson County Schools are a drug free zone. There is absolutely NO smoking permitted on the school grounds, which includes the grassy areas and parking lots. You must leave the grounds to smoke.

Payment Policy

- 1) In addition to the booth rental fee, you agree to donate 20% of your total sales to WJE PTA. This 20% will be deducted from the total of your tags prior to issuing you payment check.
- 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 Elf Shoppe sale.
- 4) A receipt for your donation to the WJE PTA may be requested.

Stolen or Damaged Property

- 1) West Jefferson Elementary and/or the WJE Parent Teacher Association will not be held responsible for any lost, stolen or damaged property.

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Additional Informational Information

WJE students will be visiting the Elf Shoppe on Friday, December 3rd during school hours. The students are given the opportunity of purchasing gifts for their friends and family members. It is recommended that items are available for sale within the \$.50 to \$5.00 range. The public is encouraged to attend on Saturday, December 4th. Higher priced items may be appropriate at that time.

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

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

For further information or questions, please contact Laurie Darmofal at 303-816-1260 or beagmom@msn.com.

