

**7th Annual 'Holiday from the Heart'**  
***A Hometown Shopping Extravaganza***

**Rules and Regulations**

**If you participated in this event last year, please let me know ASAP if you are planning on doing it again this year or not. We are holding a spot for you!**

- ◆ Set-Up may start Friday night, but must be done by 9am Saturday morning.
- ◆ Take down cannot be done before 2pm.
- ◆ Loading and unloading will be done through the front entrance of the gym. Do not set up before moving your vehicle back to the main parking lot to give other vendors the chance to be closer. Please limit to 1 vehicle at a time at this entrance.
- ◆ Standard white 8 ft. table with 2 chairs will be provided.
- ◆ All merchants are required to cover their table with a BLACK covering.
- ◆ More tables may be available.
- ◆ Merchants may bring in their own back drop, shelving, and table, anything needed to display their merchandise. .
- ◆ Information only tables may not bring additional items, and will have only the space needed for one table.
- ◆ As you set-up, please remember that presentation is very important for your table and for the event as a whole.
- ◆ Electricity will be provided to those that requested it, but please bring a surge protector.
- ◆ Please come prepared with any bill and coin change that you will need to do business in your booth.
- ◆ Each merchant is **recommended** to give away at least one door prize, but **REQUIRED** to donate an item for a possible silent auction to benefit the PTO, this is to be given to PTO rep at set-up.
- ◆ The Door Prize giveaway is designed to help you bring attention to your booth. Please make sure that you have all the materials needed for this, tickets, or sign up slips, pens, bowl, etc.
- ◆ Security will not be provided and the PTO nor Sacred Heart School will be held liable for any missing, or damaged merchandise. Please do not leave your booth unattended at any time.
- ◆ If you have special needs or something that has not been addressed elsewhere in this letter, please indicate them on the application as soon as possible.

We look forward to shopping with you at, Holiday from the Heart.

Ashley Hoelzeman 501-454-0722

[ashleyhoelzeman@outlook.com](mailto:ashleyhoelzeman@outlook.com)