



January 2012

Dear Vendor,

Thank you for being part of the 1st North Ridgeville Citizens for Better Schools Quarter Auction. We hope this will be a successful event for both you as a Vendor and for The North Ridgeville Citizens for Better Schools.

Participating in an event like this opens up a huge potential for your business! Its success also depends on how many guests we have. We hope each of you will sell at least 5 tickets which will benefit everyone. You will recoup your table fee and NRCBS can guarantee we have guests in attendance at the event.

Please complete the attached contract and mail with your check (made payable to North Ridgeville Citizens for Better Schools) to Marci Saxon-Housum 38235 Kingston Drive, North Ridgeville, Oh 44039 no later than March 30, 2012. Only one vendor per company permitted (ie. One Pampered Chef, Silpada, etc).

Vendors will receive all the profits from the quarter auction with the exception of the donated item(s) for NRCBS. Each Vendor is required to donate at least one item (we will always accept more!) to North Ridgeville Citizens for Better Schools.

Day of the event you can begin set up at 6:00pm and the doors will open at 6:30pm. The auction will begin at 7:00pm. The VFW will have a cash bar and food is available to purchase at reasonable cost.

Tickets are \$4.00 in advance and \$5.00 at the door. Additional paddles can be purchased at the door for \$2.00 each.

If you have any questions at all regarding the contract or event please contact Marci Saxon-Housum marci@nrcbs.org (216) 374-4266

For ticket information contact Sandy Gasior sgasior@nrcbs.org, Kim Carrasquillo kimc@nrcbs.org or Marci Saxon-Housum marci@nrcbs.org

North Ridgeville Citizens for Better Schools Quarter Auction

April 20, 2012

VENDOR RESPONSIBILITIES

1. Vendors table charge is \$20.00 and 5 tickets. You pay \$20.00 up front and can either sell five (5) tickets for \$4.00 each to recoup your table cost or give the tickets to five (5) friends/family members to attend the event. The table charge is to cover the hall rental space, building security, clean up and advertising for the events.

2. **Money is due by March 30, 2012.** Mail check made payable to North Ridgeville Citizens for Better Schools with contract to **Marci Saxon-Housum 38235 Kingston Drive, North Ridgeville, OH 44039. Space is not reserved until check and contract is received.** A \$20 charge will be owed for checks returned for NSF.

3. Once Vendor Contract and Check is received, Five (5) tickets will be mailed to you to either sell at \$4.00 each or give away. You may not copy the sheet for additional tickets.

4. Vendor brings four (4) Vendor items to be auctioned off and one (1) (or we will accept more) that is auctioned off to benefit the North Ridgeville Citizens for Better Schools

All monies raised by Vendors four (4) auction items comes back to the Vendor and the donation item(s) proceeds goes to North Ridgeville Citizens for Better Schools.

Up to \$19.99 = 1 quarter bid

\$20 – \$39.99 = 2 quarter bid

\$40 – \$69.99 = 3 quarter bid

\$70 + = 4 quarter bid

Items that auctioned for 1-2 quarters seemed to bring in more money than the higher priced items, so

we would recommend bringing a couple low-end items and perhaps 1 higher priced item.

5. Description of what is being given for auction can be placed on Vendor Contract and mailed with payment or must be emailed to Marci Saxon-Housum (marci@nrcbs.org) by **March 30, 2012** to allow for preparation of Auction Item List.

6. During auction, Vendors help with showing items being offered, gathering quarters that are bid and taking items to winners. Vendors may buy a paddle for \$2.

7. As soon as auction is over, Vendors must come to Auctioneer area to claim their quarters. Once quarters leave Auctioneer area, the money becomes the responsibility of the Vendor.

8. Vendor is responsible for cleaning up their area – packing and cleaning up their products and moving trash to trash containers.

NRCBS VENDOR CONTRACT

VENDOR NAME		VENDOR COMPANY			
VENDOR ADDRESS			CITY	ZIP CODE	
VENDOR PRIMARY PHONE	VENDOR SECONDARY PHONE	VENDOR EMAIL			
ITEM 1	NAME OF ITEM	RETAIL VALUE	# OF QUARTERS		
ITEM 1 DESCRIPTION					
ITEM 2	NAME OF ITEM	RETAIL VALUE	# OF QUARTERS		
ITEM 2 DESCRIPTION					
ITEM 3	NAME OF ITEM	RETAIL VALUE	# OF QUARTERS		
ITEM 3 DESCRIPTION					
ITEM 4	NAME OF ITEM	RETAIL VALUE	# OF QUARTERS		
ITEM 4 DESCRIPTION					
DONATION ITEM	NAME OF ITEM	RETAIL VALUE	# OF QUARTERS		
CHARITY ITEM DESCRIPTION					
VENDOR'S DAY OF SHOW SPECIALS INFO					
<hr/> <hr/>					
CHECK INCLUDED	CHECK NO.	CHECK AMOUNT	TICKETS MAILED	CHECK DEPOSITED	CHECK RETURNED
ADDITIONAL INFORMATION:					
<hr/>					
I the undersigned agree to follow the Guidelines set out in the Vendor's Responsibilities.					
VENDOR SIGNATURE				Date	

Please include additional donation item (optional) information on the back of this form.