OAKHILL DAY SCHOOL

HOLIDAY HOOPLA!

ACCEPTANCE

Vendors will be accepted on a first-come, first-served basis. Entries will be accepted on the discretion of the Holiday Hoopla committee. The committee will review applications weekly and will respond to applicants in a timely manner. Only ONE representative per company will be allowed (this includes, but is not limited to, companies such as Pampered Chef, Thirty-One, etc). Vendors will not be considered for acceptance until the completed application and payment in full is received.

*Please Note: Vendors who carry product on-hand generally do better at our event than those who require shopping via catalog at their booth.

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816-436-6228 www.oakhilldayschool.org 7019 N Cherry St, Gladstone, MO 64118

TERMS OF PARTICIPATION

Oakhill Day School Gift Market - PTO Fundraiser

BOOTH SPACE

There are two booth options available, 8' x 8' and 10' x 10'. We ask that all vendors bring all necessary props, tables, carts, two-wheelers and table coverings. Access to electricity is limited and will be available on a first-come, first-served basis. Vendors using electricity should bring necessary extension cords and surge protectors.

BOOTH ASSIGNMENTS

Vendors may request to be placed in a particular area. Requests will be honored at the discretion of the Holiday Hoopla committee, with special consideration for separating like vendors. Booth assignments will be made on a first-come, first-served basis.

HOURS OF OPERATION

Vendor Set Up Information
*Due to load-in area restrictions, please be mindful of arriving on time. We will notify you once the final set up schedule is made. If for some reason you are unable to arrive at the scheduled time, it is important for you to let us know immediately so that we can make accommodations that do not interfere with another vendor's arrival and set up.

Saturday, November 15, 2025	7am to 8:45am - Vendor Set Up 9am to 3pm - Holiday Hoopla Gift Market 3pm to 4pm - Vendor Tear Down / Clean Up

*We ask that as a courtesy to the shoppers, all vendors remain set up and in operation until 3pm.

SECURITY

Security is not provided the day of the event. Oakhill Day School and the Holiday Hoopla committee will not be held responsible for lost, stolen, or damaged items.

REFUNDS

Once your application is accepted, we are planning on your participation. There are NO REFUNDS of fees after submission. Oakhill Day School and the Holiday Hoopla committee shall not be liable, if, after your application is accepted, Holiday Hoopla is canceled, postponed or impaired for any reason. Should your application not be accepted for any reason, notification will be given, with payment in full returned within 48 hours.

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Director of Communications and Marketing

For inquiries specific to Holiday Hoopla, you can also email holidayhoopla@oakhilldayschool.org.

The Oakhill PTO is excited to announce Holiday Hoopla, a one-day boutique shopping experience benefiting the students of Oakhill Day School. We would like to invite merchants of all types to participate in our fundraising gift market event.

Holiday Hoopla will be held on Saturday, November 15, 2025 from 9am to 3pm at Oakhill Day School. We hope that you will choose our event to promote and grow your business while helping a good cause.

There are two booth options available this year. Each 8' x 8' booth is $60 and a 10' x 10' booth is $85. 10' x 10' booth space is limited. Access to an electrical outlet is available on a limited basis. Vendors may bring any sales tools, tables, racks or displays as long as it fits in the assigned booth space. We do not require vendors to share a percentage of profits from their sales, but we do ask each vendor to provide Oakhill Day School with a basket or small item for our Auction Fundraiser (the estimated value for the item should be at least $25) or a small item for our door prize give-away during the Holiday Hoopla event. Oakhill Day School is a non-profit organization and all donations are appreciated.

The event facility offers easy access to parking and loading/unloading zones. The committee will make every effort to make specific accommodations while working to separate like vendors. Booths will be assigned on a first-come, first-served basis. To ensure variety, each business is limited to one vendor (i.e. one Pampered Chef, one Thirty-One, etc). We recommend returning your application quickly!

Advertising for Holiday Hoopla will be on local event calendars, social media, school communications (email, newsletters, and website), and displayed during Holiday Hoopla. We will distribute information to local businesses throughout the Northland (Gladstone, Kansas City, Liberty, and Parkville).

Please review the terms of participation carefully before completing the vendor application.

Best wishes,

Holiday Hoopla Committee

HOLIDAY HOOPLA!

For Committee Use Only:
Date Received: _____ Confirmation to Vendor: _____
Payment Received: _____ Assigned Booth Location: _____

VENDOR APPLICATION

Oakhill Day School Gift Market - PTO Fundraiser

NAME OF APPLICANT: _____

BUSINESS NAME: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____

EMAIL: _____

SOCIAL MEDIA/WEB: _____

INFO ON RETAIL STORE (IF APPLICABLE): _____

PLEASE SELECT ALL CATEGORIES THAT BEST DESCRIBE THE ITEMS YOU WILL BE SELLING:

ACCESSORIES	ART	BATH & BODY	FOOD	LADIES APPAREL
HOME DECOR	JEWELRY	KIDS ITEMS	KITCHEN/HOME	GIFTS
SEASONAL	SERVICES	STATIONARY	GARDEN	PHOTOGRAPHY

DETAILED DESCRIPTION OF YOUR MERCHANDISE: _____

_____

_____

EXPECTED PRICE POINTS OF PRODUCTS OR SERVICE: _____

_____

8' x 8' Booth Space @ $60 each
10' x 10' Booth Space @ $85 each

Please make checks payable and mail to:
Oakhill Day School, 7019 N Cherry St, Gladstone, MO 64118
*Credit card payments can be made over the phone or online

Item Description

I, the undersigned, hereby release and agree to hold harmless Oakhill Day School and the Holiday Hoopla committee from any damage to my property or personal injury which I or my helpers sustain while participating in the event on November 15, 2025.

Further, I agree to abide by all policies, procedures and guidelines developed by the Holiday Hoopla committee and Oakhill Day School. I understand that failure to follow these guidelines can mean my dismissal from this year's or future events.

I understand that a request for a particular booth space and amenities does not guarantee that I will receive the requested location or amenities.

I understand that my rental space fee cannot be refunded after submission. I understand that Oakhill Day School does not carry insurance to cover my personal property and that I will store my products at my own risk.

Signature: _____ Date: _____