

Twin Lakes Elementary School PTA 2013 Holiday Bazaar Vendor Contract

This contract is between vendor _____ and Twin Lakes Elementary School PTA and regards the Twin Lakes Elementary School 2012 Holiday Bazaar. This event will be held on the premises of Twin Lakes Elementary School at 4400 SW 320th Street, Federal Way, Washington 98023, primarily in the school gymnasium. The Bazaar will be held on Saturday, November 16th, 2013 and open to the public from 10:00 am to 4:00 pm that day. The bazaar venue will be available for vendor set-up from 7:00 am to 9:30 am on Saturday, November 16th, 2013.

VENDOR RESPONSIBILITIES (please initial each):

_____ Submit completed vendor application packet, to include: payment for reservation of booth space, payment for any additionally purchased items, this contract, vendor application, and vendor checklist. Early applications are encouraged to allow specific, targeted advertising.

_____ Payment may be submitted via cash, check, debit or credit card. Return payments will be assessed a \$20.00 fee.

_____ Provide a jpeg image (if available) of business logo for advertising purposes. If you wish to have your business logo included in advertising, please email a jpeg to tlabazaar@gmail.com with heading: **Bazaar Logo** – {business name}

_____ Submission of vendor application and this contract recognizes the Twin Lakes Elementary PTA's right to utilize vendor's name, business logo, and relevant information for advertising and promotional purposes. (Specific advertising language requests must be included in vendor application.)

_____ Any materials you wish to have distributed to all bazaar attendees should be submitted to the Bazaar Committee (via the Twin Lakes Elementary School main office) by Friday, November 1st 2013.

_____ Donate a product for the raffle. Donations may be delivered prior to the bazaar or upon vendor set-up. Please include donor identification with your donation. Donations may be a product from your business but are not limited to such. Gift cards to local establishments are also welcome. Raffle tickets will be sold for \$1.00 each.

_____ Complete booth set-up within the allotted time frame: Saturday, Nov 16th 7:30 – 9:30am.

_____ All booths are to be fully set-up no later than 9:30 am on the morning of the bazaar.

_____ Mature young people may assist in manning the booth, but children requiring your supervision should not attend.

_____ Utilize tablecloths. These may be either vendor's personal property or tablecloths purchased prior to the bazaar from the Twin Lakes Elementary PTA. (See application for details.)

_____ Vendors may choose to set-up additional displays such as standing banners. Any displays utilizing space other than the table itself must be noted on the application.

- _____ Keep all displays within the confines of the rented booth space.
- _____ Booths with wall access may utilize wall space if they are able to secure the items to the wall using means that are temporary and will not damage the walls.
- _____ While this is primarily an event for adults, some children may attend. Please keep this in mind when considering which items to make available for sale at the bazaar. The Bazaar Committee reserves the right to insist products it deems inappropriate be removed. Failure to comply with such a request will lead to revocation of participation rights; you will be asked to leave. If you are unsure as to whether an item is appropriate, please contact the bazaar chairman (tlebazaar@gmail.com) for clarification.
- _____ Food samples may be made available. Contents of food products with potential allergens must be clearly displayed. If providing food samples, you are responsible for providing individual, disposable sample supplies (such as spoons, toothpicks, napkins, etc.) You may wish to bring a lined garbage receptacle for easy disposal.
- _____ Electricity requirements must be made known at the time a vendor application is submitted. Vendors requesting electricity access are required to provide their own extension cord. Vendors with electrical requirements beyond a single extension cord must make additional arrangements.
- _____ Vendors may consume food and non-alcoholic beverages at their booth. If possible, drinks should be covered to prevent spills.
- _____ Have at least 2 booth attendants. This allows every booth to be manned at all times while providing for bathroom breaks, etc.
- _____ Vendors will refrain from holding cell phone conversations at their booth. If you need to hold a telephone conversation, please remove to the outdoors. Someone must still be attending your booth.
- _____ Each customer should be provided with a receipt. (If you would like to purchase a receipt pad, please note this on your application.)
- _____ Vendor possesses sole responsibility for all goods brought by vendor the bazaar. Losses due to theft or property destruction belong solely to the vendor. Vendor agrees to hold Twin Lakes Elementary School, Twin Lakes Elementary School PTA, and all participating Twin Lakes Elementary School staff and PTA members harmless.
- _____ Premises are to be treated respectfully and in accordance with Twin Lakes Elementary School policies. This includes parking in designated areas only, refraining from placing holes in walls, placing trash and recycling in the correct receptacles, and cooperating with further instructions communicated by Twin Lakes Elementary School staff and PTA members.
- _____ **After unloading their vehicles, vendors agree to park off campus.** This keeps the parking lot open for customers.
- _____ All bazaar customers, Twin Lakes Elementary School staff, and Twin Lakes Elementary School PTA members are to be treated with respect. No yelling, physical confrontation or swearing will be tolerated. (Please remember that this is to remain a family-friendly environment.)

- _____ Vendors are responsible for accepting payments and providing appropriate change. It is recommended that vendors carry \$50.00 in change (divided between small bills and coinage), with \$20.00 minimum.
- _____ Depending on your product, it is sometime easier to roll sales tax into the stated item price. Regardless of tax collection method, the vendor bears all responsibility for the appropriate collecting and reporting of WA State sales tax (9.5% in Federal Way.)
- _____ Tear-down is not to begin prior to 4:00 p.m. when the bazaar closes.
- _____ Vendors are responsible for removing all of their items from the premises upon tear-down. Assistance in putting away tables and chairs is appreciated. Tear-down should be completed no later than 5:00 p.m.
- _____ Please report your gross profits at the end of the bazaar. This information will be used for post-event evaluation and for future event planning purposes. You will provided with a card on which to write this information. Simply fill in your information and drop the card in the designated container.
- _____ No refunds are available on booth application/reservation fees. However, fees may be transferred with the agreement of the original applicant, new applicant, and the bazaar committee representative. (For example, if you are accepted as the Pampered Chef representative for the bazaar but cannot attend, you may choose to transfer your application/reservation fee to another Pampered Chef representative – upon bazaar committee approval.)

VENDOR RIGHTS (please initial each):

- _____ Vendor application/reservation fee will not be processed until application is approved. Disapproved applications will be returned, along with application fee.
- _____ Each direct sales company will be afforded space for one (1) representative. This ensures each vendor is not placed in direct competition with another representative.
- _____ Vendors will receive booth assignments no later than Saturday, November 9th.
- _____ Vendors will be provided with booth space and table(s) as reserved in the application. Vendors will be provided with one of two set-ups: cafeteria table with built-in benches or folding table with two folding chairs.
- _____ Requests for access to electricity will be fulfilled if possible. Items purchased with the application (tablecloth, receipt pad, etc) will be placed on your assigned booth prior to set-up.
- _____ Garbage and recycling receptacles will be made available throughout the building.
- _____ Food and beverages will be available for purchase throughout the day. You may eat and drink at your booth. (Please keep drinks lidded whenever possible.)
- _____ You are to be treated with respect by the Twin Lakes Elementary staff and PTA volunteers. If you feel you are being treated disrespectfully, please flag down a member of the Bazaar Committee for assistance in resolving the situation.
- _____ If a customer is behaving in a threatening, rude, or obscene manner, please notify a PTA volunteer. Gentleman will be available to escort badly behaving customers off the premises. If a customer fails to cooperate with the volunteer, the Federal Way police department will be contacted.

_____ The Bazaar Committee will provide extensive local advertising. Venues will include, but are not limited to: the bazaar website (www.twinlakesbazaar.weebly.com), Facebook page, Craig’s List, Federal Way Mirror, bazaar/holiday event online directories, TLE school reader board, banners, flyers placed in local businesses, additional newspaper and print ads. The Bazaar Committee will work hard to create attention to the event to ensure a successful turnout.

_____ You may make advertising materials related to your business/products available at your booth. These may include such things as business cards, postcards, coupons, prize drawing box, etc.

_____ The Bazaar Committee will be available to answer questions and help you navigate the bazaar experience. If you have never participated as a vendor in a bazaar before, please feel free to email Sarah Nelson at tlebazaar@gmail.com with your questions or concerns.

By initialing each Vendor Responsibility and Right, I affirm that I have read and agree to abide by this contract.

_____ Vendor Name	_____ Best Contact Phone
_____ Company/Company Represented (if applicable)	_____ Company Rep ID# (if applicable)
_____ Email Address	_____ Website (if applicable)
_____ Mailing Address	_____ City/State/Zip
_____ Signature	_____ Date

**ADDITIONAL CONTRACT TERMS
FOR FOOD VENDORS**

1. Copies of food handler’s licenses and any other relevant licensure/permits must be available for review upon request.
2. There is no food preparation area available at the bazaar venue. Food should be prepared prior to arrival at bazaar.
3. Every effort should be made to keep food appropriately hot or cold.
4. Vendors are responsible for providing disposable tableware, including plates, cups, napkins, and cutlery.
5. Prices should be clearly visible.
6. Hand washing protocols must be observed at all times.

I agree to the above stated additional terms.

_____ Name	_____ Date
_____ Signature	_____ Position