**St. Theresa Catholic School**

**Fall Bazaar at Comber Hall**

**Wednesday, November 16th, 2016**

**8:00am – 4:00pm**

**Vendor Application and Agreement**

**Vendor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor’s Company Name:**

**Address:**

**City State Zip**

**Telephone: Email:**

**Vendor’s Website:
Vendor’s Facebook/Instagram Handle:**

**Please list items/products to be sold: (attach Picture)**

**Vendor Hours:** 6:45 am – 7: 45 am - Vendors set-up

 8:00 am – 4:00 pm - Bazaar Hours

 4:00 pm - 5:00 pm - Vendors move-out

*For safety reasons, no exhibits may be taken down and/or removed during Bazaar Hours.*

**Vendor Fees:** STS will provide each vendor with either a 6-8 ft rectangular table and 2 chairs, or a cocktail table and 2 chairs for vendors with 2-3 racks. Vendors may not bring their own tables, but are to provide their own rack.
\_\_\_\_\_ 6 ft table space\* @ $200 = \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ 8 ft table space\* @ $250 = \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ One 6 ft table & 1 standard size rack (4.25 ft) @ $250

 \_\_\_\_\_ One Cocktail table & 2-3 standard size racks @ $225

 Stage available, price upon request
\* Larger spaces are available upon request, space permitting.

Space is limited and will be reserved on a first-come, first-served basis. Payment and Vendor Application and Agreement must be received by October 28th, 2016 in order to secure a spot.

Payments can be made online at **www.stsbazaar.org**

Thank you for your interest in our Fall Bazaar. We look forward to working with you and making it a successful event! For more information, please contactstsbazaar@yahoo.com.

**St. Theresa Catholic School Vendor Agreement for Fall Bazaar 2016**

1. **Application Process** – St. Theresa Catholic School (STS), through its bazaar coordinator reserves the right to accept products or companies that it feels will add variety and interest as well as complement our other vendors in order to maintain a quality event. STS also reserves the right to decline any Vendor that it feels undermines the values of STS. If a vendor is not accepted, Vendor will be notified by October 28th, 2016 and any payments will be returned promptly.
2. **Assignment of Space** – First come, first serve priority will be given to applicants who submit this completed application and agreement with payment. STS reserves the right to rearrange the floor plan and relocate any exhibit.
3. **Vendor Display** – STS will provide all vendors with a 6-8 foot rectangular table and two chairs per space. All of the exhibitor’s display must be placed within the confines of the space. Exhibitor’s booth must not interfere with adjacent booths. Only merchandise listed on the application may be sold and/or exhibited at the bazaar. No booth may exhibit any objectionable material. Vendors are not permitted to hand out information which is political or religious in nature.
4. **Vendors with Racks** – Vendors are permitted a maximum of 3 standard size racks (4.25 ft) per vendor space. Vendors bringing one rack will be provided a 6 ft table and two chairs. Vendors with 2-3 racks will be provided a cocktail table and two chairs, in lieu of the 6 ft table. If a 6 ft table is needed, in lieu of the smaller table provided, there will be an additional fee of $200 for a total of $425.
5. **Payment Refunds** – Payment in full is due by October 28th, 2016. **Vendor may not occupy assigned space until all fees are paid in full.** If written notice of cancellation is received by STS on or prior to October 28th, 2016, Vendor will receive a full refund.
6. **Rules and Regulations** – Vendor agrees to abide by all rules and regulations set forth in this Agreement. STS may prohibit or evict any exhibit that, in the sole opinion of STS, may detract from the general character of the Bazaar as a whole. This includes person, things, conduct, printed material, or anything that STS determines is objectionable to the values of STS. If a vendor is evicted from the Bazaar, no payment will be refunded.
7. **Care and Safety** – Vendors should keep a professional appearance and are responsible for keeping the display area clean and orderly. No open flames, lighted candles or ignited incense are permitted. Comber Hall is designated non-smoking. Vendors will not be granted access to electrical outlets. Nothing shall be posted on, taped, glued, … to any columns, walls, floors, or other parts of the building.
8. **Set Up & Take Down** – Upon arriving, vendor is to check in with the bazaar coordinator at which time they will be assigned a space in Comber Hall.

Vendor must be ready for sales by 8:00 am. Vendor must remain completely set up until 4:00 pm at which time they may begin dismantling their booth. Failure to abide may result in vendor not being considered for future events.

 Set-up: 6:45 am – 8:00am

 Take Down: 4:00 pm - 5:00 pm

1. **Hours of Operation:** Vendor agrees to comply with the hours listed in the Vendor Application. – Bazaar hours will be from 8:00 am to 4:00 pm on Wednesday, November 16th, 2016.
2. Vendor shall defend, protect, and hold STS harmless from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of vendor and its agents while performing this agreement.

I hereby freely and voluntarily consent to participate in the STS Bazaar described above. I agree to assume all financial responsibility for participation in the Bazaar and hold St Theresa Catholic School, Archdiocese of Miami, Inc., and all of their corporate members, affiliated entities, employees, officers, directors, and agents (“Sponsors”) harmless for all costs incident to my participation in this STS Bazaar.

I, the undersigned, a participant in the STS Bazaar described above, do waive and release Sponsors from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of vendor and its agents while performing this agreement.

I hereby grant to Sponsors the right to photograph and/or videotape further to use my name or business appearance in connection with exhibitions, publicity, advertising, and promotional materials without any reservation, limitation, or consideration. This waiver specifically releases any common law causes of action or claims under Fla. Stat. 540.08 and expressly constitutes written consent for publication of my name or business.

I have read the terms and conditions set forth by Sponsors and I agree that this constitutes a part of any agreement with Sponsors. I understand and agree to all of Sponsors’ terms as set forth in the descriptive information and in this Release. I agree that if any portion of this document is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

The undersigned Vendor agrees to the terms and conditions set forth in this Vendor Application and Agreement.

Vendor’s Name: Date:

Vendor’s Signature: