



**2021 FMS/FvHS HOLIDAY BAZAAR
VENDOR APPLICATION**



Date Received _____

Name of Vendor _____ Date _____

Company Name _____

Vendor Cell Phone (_____) _____ Email _____

Description of items for sale, use the back if needed. If you are choosing our Gold, Silver or Bronze package to advertise, send photos to fvhsparents@gmail.com .

BOOTHS please check; all booths are 10 ft. X 10 ft.

- _____ Outside Booth.....\$35 (no electrical available)
- _____ General Booth.....\$45 (You may purchase multiple booths – please indicate in payment section)
- _____ Premium Booth.....\$50 (Corner booth, limited availability)

EXTRAS

_____ Electrical for indoor booth.....\$5 (limited availability)

ADDED EXPOSURE please check one if interested. Include business card and up to 4 pictures. You may send to fvhsparents@gmail.com .

_____ **Bronze Package.....\$10**

- *One email sent to parent email databases (to be included with four to six other non-competing vendors).
- *Two stand alone posts on our Twitter pages

_____ **Silver Package.....\$15**

- *One email sent to our parent email databases (will be included with two other non-competing vendors)
- *Two stand alone posts on our Twitter pages
- *One stand alone post on our Facebook pages

_____ **Gold Package.....\$25**

- *One stand alone email sent to our parent email databases
- *Three stand alone posts on our Twitter pages.
- *One stand alone post on our Facebook pages
- *Higher placement on our website Holiday Bazaar pages



\$ _____ Booth Space(s) + \$ _____ Extras + \$ _____ Added Exposure Package

= TOTAL PAID \$ _____

By signing below I agree to abide by the rules and expectations described in the FMS/FvHS PTO Holiday Bazaar Vendor Agreement.

Vendor Signature: _____ Date: _____

Vendor Name Printed: _____

Official use only: Check # _____ ; _____ - _____ - _____ ; _____

Venmo _____



2021 FMS/FvHS HOLIDAY BAZAAR VENDOR AGREEMENT



The Fairview Middle School (FMS PTO) and Fairview High School Parent Teacher Organizations (FvHS PTO) are teaming up to bring you the **2021 Holiday Bazaar**. This year the Holiday Bazaar will take place at Fairview High School on December 4th. We appreciate your willingness to support our fundraising initiatives in order to enhance our students' educational experience. The following agreement outlines expectations between the FMS/FvHS PTOs and vendors supporting this event. For this purpose of this agreement, the definition of "Vendor" is an individual or company selling goods or services that may or may not be consumable.

BOOTH SETUP: Vendor will provide tables, chairs, extension cords/power strips, generators and all materials for booths including any tents or canopies. All tents or canopies must have furniture stops for the feet to protect the gym floor. Vendor is responsible for all expenses, supplies, manpower, labor, setup and cleanup.

Property will be open for setup Friday, December 3rd between 6pm and 8pm, and on the day of the event for all vendors from 7am – 8am. The FMS/FvHS PTO, nor FMS/FvHS, will be held liable for any items left unattended during the event. Designated unloading zone will be outside the FvHS Main Entrance off King Road. Unloading zone must be vacated by 8am on the day of the event.

CONDUCT AND CARE OF PREMISES: No part of the exhibit, signage or other materials may be posted, nailed or otherwise affixed to walls, doors, floors or other surfaces in a manner that might mar or deface the premises or furnishings. No drilling into the asphalt at Outside Booths. Repair costs for damage caused by Vendor will be the responsibility of the Vendor. Vendor is responsible for picking up and disposing of all trash, spills and other items left in Booth space. The exhibit shall be conducted in a professional and respectful manner and shall not be objectionable to other Vendors, volunteers or event attendees. During the hours open to the public, Vendor must occupy Booth space.

LIABILITY, FIRE AND OTHER REGULATIONS: Vendor shall comply with all fire laws, electrical codes & all other rules and regulations. Tobacco, Vaping or alcoholic beverages are prohibited on school grounds. FMS, FvHS, FMS PTO and FvHS PTO shall not be liable for damage or loss to Vendor property through theft, fire, accident or any other cause. Vendor shall hold FMS, FvHS, FMS PTO and FvHS PTO harmless from any complaints, suits or liabilities resulting from negligence of the Vendor in connection with Vendor's use of Booth space. FMS/FvHS and FMS/FvHS PTOs assume no responsibility for any injury that may occur to visitors to the event, Vendor's agents, employees or others. FMS/FvHS and FMS/FvHS PTOs assume no responsibility for collection of TN state tax. Collection of any applicable sales tax is the responsibility of the Vendor.

INABILITY TO PERFORM: If FMS/FvHS and FMS/FvHS PTOs shall be prevented from conducting event activities by any cause beyond its control, FMS/FvHS PTOs will refund the amount of Booth fee paid. If Vendor is unable to attend, a five-day notice period is required in order to receive Booth fee refund.

DEADLINES: Deadline to reserve booth space and added exposure packages is November 19th. Deadline to reserve booth space only is November 24th. Please take note that there will be no school November 22-26 due to Thanksgiving Break. Any applications sent that week will need to be sent electronically.

Please return completed and signed agreement and payment in a sealed envelope to: **Holiday Bazaar FMS/FvHS PTO 2595 Fairview Blvd.W. Fairview, TN 37062**. May drop application and payment off at Fairview High School or send electronically. Both application and payment have to be received to secure your booth space.

Payment may be made by Cash, Venmo: **@FVHSPTOTN** or Checks may be made payable to: **FvHS PTO**

Questions? Please email **fvhsparents@gmail.com**