

2019 Badger Mountain School Holiday Bazaar

Returning Vendor Registration Form

REGISTRATION DEADLINE: September 15, 2019

I. VENDOR INFORMATION

Name of Vendor (ONE NAME ONLY)

Business Name (optional)

Mailing Address

City State Zip

Best Phone Number Optional Phone Number

Email Address

Non-profit: Yes No

PLEASE SEND MY CONFIRMATION PACKET TO MY:

E-mail Address Mailing Address

III. VENDOR FEES

Check space needed and calculate amount owed.

6 foot space ONLY \$ 55.00
 6 foot space w/6 foot table \$ 70.00

8 foot space ONLY \$ 65.00
 8 foot space w/6 foot table \$ 80.00

Additional Foot Space (\$ 10.00 x ____) \$ ____
(for each additional foot; subject to availability)

Outside Space ONLY \$ 45.00
*(only available to special vendors)
(6, 8, 10 ft space limitation; depth varies)*

Additional 6 foot table \$ 15.00

Late Fee \$ 10.00

TOTAL VENDOR FEES DUE \$ ____

TOTAL SPACE REQUESTING ____ ft

MAKE CHECKS PAYABLE TO: Badger Mtn. PTO

II. LOCATION INFORMATION

Returning vendors will be placed in their previous year's location. Minor adjustments may be made to accommodate layout. If we need to make major adjustments, we will contact you.

Please answer the following:

2018 Location: _____ **Space Number:** _____

I would like to be placed on a waiting list for:

Gym Library Either Neither

Total years of attendance at the BME Bazaar: _____

Special Requests/Comments:

IV. DISPLAY NEEDS/DESCRIPTION

Please indicate below any special display needs. This will be used to determine your placement.

Electrical Outlet Water Sink

Backdrops and/or sidewalls may lean against a wall, but items may not be hung on the walls or block another vendor.

***You must supply your own electrical cords and tape.**

Cords must be covered with tape (painters tape only in gym).

V. BOOTH HELPER

Name of Helper

Please try to limit the number of helpers to one per booth.
Contact us if you need additional helpers.

PLEASE CONTINUE TO 2ND PAGE

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VI. TYPE OF CRAFT

Please describe and list your main craft(s) only. This will be used to determine your placement and to prevent duplication in your area.

Be very specific. For example: *If you are selling jewelry, specify the type of jewelry (magnetic jewelry, kids' jewelry, cross necklaces, etc.).*

- | | |
|--|---|
| <input type="radio"/> Jewelry | <input type="radio"/> Embroidery |
| <input type="radio"/> Artwork | <input type="radio"/> Home Decor |
| <input type="radio"/> Photography | <input type="radio"/> Hand Painted Decor |
| <input type="radio"/> Candles | <input type="radio"/> Signs |
| <input type="radio"/> Soaps/Scrubs/Bath Salts | <input type="radio"/> Ornaments |
| <input type="radio"/> Gourmet Food/Candy* | <input type="radio"/> Woodwork/Carving |
| <input type="radio"/> Linens/Crochet/Knitting | <input type="radio"/> Ceramics |
| <input type="radio"/> Sewn Items | <input type="radio"/> Dolls |
| <input type="radio"/> Clothing/Wearables | <input type="radio"/> Other (<i>describe below</i>) |

*** Restrictions apply. All food items must be pre-approved by the Bazaar Chairperson. Refer to Policies and Procedures.**

VII. TERMS AND AGREEMENTS

I have read and agree to the terms of this Registration Form and the Bazaar Policies and Procedures (see website) and understand every attempt will be made to honor my requests. However, I recognize final discretion will be left to the Bazaar Committee. I also agree to share this information with all persons sharing or helping me at my booth.

Registered Vendor's Signature **Date**

DID YOU FORGET ANYTHING?

- Sign the Registration Form (Section VII)
- Rent a table
- Include check payable to Badger Mtn. PTO
- Indicate where to send confirmation packet
- Make Copy of Registration Form for your file

FOR OFFICIAL USE ONLY

Location _____ Booth # _____
 Space _____ (feet) # of Tables _____

Vendor Payment

Check # _____ Check Amount \$ _____
 Date Processed _____

Vendor Refund

Refund Due \$ _____ Date Processed _____
 Check # _____ Check Amount \$ _____

CONTACT INFORMATION

Address

Badger Mountain School Holiday Bazaar
 1515 Elementary Street
 Richland, WA 99352

Website

www.badgermountainelementary.com/holiday-bazaar

Email

BadgerHolidayBazaar@gmail.com

REGISTRATION DEADLINE

September 15th

There are no reminders or extensions!

A \$10 late fee will be applied to all Registration Forms received after the deadline!

THANK YOU AND SEE YOU IN DECEMBER!!