

2019 Badger Mountain School Holiday Bazaar Policies and Procedures

1. Badger Mountain School Holiday Bazaar accepts hand-crafted items, fine art and gourmet specialty foods only. **All commercial, buy/sell manufactured items, imported items, craft kits, and partially completed items are prohibited (i.e., Oriental Trading Company, Lularoe, Mary Kay/Younique, Sensaria, Tastefully Simple, “Made in China” items).** Embellished items are acceptable.
2. **Cancellation/Refund Policy**
 - a. Vendors cancelling prior to November 1st will receive a full refund with the exception of a \$10 processing fee. Please keep in mind that these fees are considered a donation to the Badger Mountain Elementary PTO to benefit the children at Badger.
 - b. No refunds will be allowed after November 1st.
 - c. If you must cancel or are unable to participate in the Bazaar and you receive a full refund, you will be considered a “new” vendor for the following year and will lose your booth location.
 - d. Please contact the Bazaar Chairperson **as soon as possible** if you need to cancel or make changes at any time.
3. **Space/Location Policy**

In order to provide all vendors equal opportunity to sell or display their goods, vendors are required to adhere to the booth space requirements. The booth space requirements are:

 - a. All vendor display items, tables, chairs, etc. must be kept within your allotted space. Vendors cannot block other vendors’ displays/space or walkways or take their chairs. Do not hang anything on walls in any way – even with tape.
 - b. Please do not use school furniture (i.e. bookshelves, teacher’s desks, student cubbies, etc.) as part of your display.
 - c. Vendors are not allowed to assign or transfer their booth space to another vendor without express permission of the Bazaar Chairperson.
 - d. Vendors are allotted 1 other person to work in their booth at any time. If you need additional help, please make arrangements with the Bazaar Chairperson.
 - e. All vendors and helpers working in a booth are required to wear a Vendor ID Badge at all times. These will be in your check-in packet.
4. For the safety of our children and volunteers, please do not enter the school grounds prior to **5:00PM on Friday**.
5. All vendors are required to check-in on Friday (between 5:00PM and 8:00PM) and on Saturday morning (no later than 7:30AM).

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6. All vendors are required to set up on Friday during set-up hours only (5:00PM to 8:00PM). **If you cannot attend the set-up time, please make arrangements with the Bazaar Chairperson at least 48 hours prior to the start of the Bazaar.**
7. All vendors are expected to commit to the full day of the Bazaar. Vendors violating this policy without making arrangements with the Bazaar Chairperson may lose priority for next year's event.
8. You must be 18 or older to rent space. Children under 18 are allowed to work in booth space, but must be supervised by the registered vendor at all times.
9. Personal fundraising is not allowed.
10. All vendors selling food items must have a Health Food Permit and Food Handler Card. These must be available at your booth at all times. In addition, all food items must be prepackaged. If you are offering samples, you **must** have a food handler card. **Per Health Department policies, vendors are not allowed to bake items at home for resale.**
11. Please do not open or enter/re-enter through outside classroom doors during the Bazaar. All doors must be kept closed during Bazaar hours.
12. Smoking is not allowed on school grounds.
13. Please park in designated areas only and display your parking permits in your vehicle windshield. **Please do not park in the fire lanes** or vehicles may be cited or towed at your expense. Please do not drive or park on grass or other unpaved surfaces.



These policies and procedures apply to all vendors and are designed to benefit vendors fairly and equally in an effort to improve the Bazaar vendor experience as well as to make clear what is expected from vendors participating in this event. **By signing your Registration Form**, you are fully responsible for following these policies and procedures.

Vendors failing to adhere to these policies and procedures may be asked to leave the Bazaar and will lose priority or denied admission to future Badger Mountain Elementary School Holiday Bazaars.

Please feel free to discuss any questions or concerns with the Bazaar Chairperson.