

Tesla STEM High School Senior Class
3rd Annual Holiday Bazaar
Saturday, November 9, 2024
10 a.m. to 3:00 p.m.

VENDOR REGISTRATION OPEN!

3rd Annual Tesla STEM Holiday Bazaar EXHIBITOR AGREEMENT

Event Address: Tesla STEM High School, 4301 228th Avenue NE, Redmond, WA 98053

Event Date & Time: Saturday **November 9th, 2024** from 10 a.m. to 3:00 p.m.

Event Setup: Friday **Nov. 8th** 5:30-7:30 pm and/or Saturday **Nov. 9nd** from 8:00 – 9:45 a.m.

Registration and Fees:

- **Pre-Registration contracts must be submitted no later than July 19th, 2024.** Late contracts only accepted as space permits. Space is limited. Pre-registering does not guarantee booth space as we are only using the first floor of the building.
- **Final Approval for pre-registered will be made by July 22nd.** Late contracts only accepted as space permits. All vendors will be emailed no later than July 22nd along with payment information for approved vendors.
- **All booth fees are non-refundable, unless the event is cancelled.**
- **Electricity** is available for an additional charge of \$5. Booths with electricity are available on a first come basis and the # depends on how they fit into the floor plan. You will need to bring an extension cord.
- **Each VENDOR must donate an item or items with a retail value of no less than \$15 to be used in a raffle.** Please make sure your raffle item is signed in at the raffle table as soon as possible .
- **Tables are not provided**
- One chair per booth will be provided. If you need an additional chair, we will try to accommodate you.
- No commissions are collected by Tesla STEM High School. Event sales will be the responsibility of each individual exhibitor. Tesla STEM High School will not collect money on behalf of any exhibitor.
- All proceeds from this event benefit the senior class at Tesla STEM High School for their prom.

General Information:

- Individual **booth size** is approximately 8 feet wide by approximately 5-6 feet deep. Vendors must stay within their allocated area.
- **All vendors must submit examples of their work. Acceptable examples are a link to a website, an Etsy account, or a Facebook page.** We also ask that you submit 3 photos of examples of your work with your completed application.
- You are responsible for supplying any display props, shelves, tablecloths, etc. that you may want to use. **All fixtures and all products must fit within your allotted booth area.** It is not possible to display merchandise on the floor in front of or adjacent to your booth space or to block the aisles. This will be strictly enforced due to fire code.
- Tables will not be covered or skirted by Tesla STEM High School. You may not damage walls, floors, tables or other Tesla STEM High School property. No nails or tacks can be placed in the walls and signs can only be hung using blue painter's tape.
- You are responsible for staffing your table throughout the event.
- You are responsible for the cleanup and removal of your merchandise when the Bazaar ends at 3:00 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 4:00 p.m. Please ask for assistance if you need help.
- Any items left behind will become the property of Tesla STEM High School

Tesla STEM High School will be responsible for:

- Providing you with electronic Holiday Bazaar advertisement flyers for your distribution.
- Placing signs/banners around the Sammamish Plateau and Redmond area to advertise the Bazaar.

Liability Limitations:

- Tesla STEM High School will not be held responsible for losses including but not limited to the following:
 - Merchandise or any display items that may be lost, stolen, or damaged in any way.
 - Personal injury to the customer or exhibitor during setup, cleanup or during bazaar.
 - Merchandise destroyed by fire or any other disaster.
- If you are a food exhibitor, food must be displayed according to all health regulations.
- Product insurance is not available as Tesla STEM High School does not own the products.