East Allegheny School District
1150 Jacks Run Road, North Versailles, PA 15137
Phone: 412-824-8012 | Fax: 412-824-1062

eamarketplace@eawildcats.net

Wildcat Marketplace and Vendor Sales

East Allegheny School District welcomes local small businesses to participate in select events at Churchman Stadium, other district property and online with approval through the **Wildcat Marketplace**. The program gives local vendors an opportunity to connect with Wildcat families while helping support East Allegheny athletics and extracurriculars.

Getting Started

Vendors must complete a Wildcat Marketplace application along with a copy of any licenses, permits, insurance or food-service approvals required for their business and products each school year before participating.

Applications must be received and approved at least 14 days before the event and are subject to availability.

A confirmation email will be sent before each event. A date is not considered reserved until the vendor receives confirmation from the District.

Vendor Fee

The non-refundable fee for each event is as listed below:

- Football games and marching band events: $50
- All other events: $25
- Plus 10% of gross event sales
    - Vendors who sell products online ONLY will be required to pay the 10% of sales

***Event Fees must be paid at the time of approval.*

All payments directly support East Allegheny athletics and extracurriculars.

Vendors are responsible for tracking their sales and submitting 10% of gross sales fee to the Business Manager within five business days following the event.

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What You Can Sell

Products must be approved by the District in advance. Example products include novelty food items, drinks, apparel, etc. Outside vendors are intended to add to the event experience, not directly compete with District or booster concession sales.

Any products using an EA logo or Wildcat must be approved by the marketing department prior to sales. Use of the official EA logo and/or Wildcat is preferred. Use of unofficial logos may be denied.

The District may limit vendors or products based on the event and existing concessions.

Booth Setup

Vendors are responsible for their own tables, equipment, inventory and supplies. Booth locations will be assigned by the District.

Any need for electricity must be discussed when scheduling and is subject to availability.

Vendors may not arrive/set up more than 1 hour before the event.

The turf field may not be used for any vendor sales and only approved equipment may be used on the track.

All equipment, inventory, supplies and trash must be removed at the end of the event. Vendors are responsible for their property and clean up. District staff will not be of assistance.

Oil fryers are not permitted on District property.

District staff, (i.e. custodians, maintenance, groundskeepers) are not to be used for any vendor purposes (set-up, supplies, clean-up, etc.)

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Vendor Responsibilities

Vendors are responsible for any licenses, permits, insurance or food-service approvals required for their business and products.

Vendors are responsible for the safety and security of their employees, equipment, inventory and other property. East Allegheny School District is not responsible for injuries, theft, damage or loss of property related to a vendor's participation.

District Approval

Participation is subject to District approval and space availability. Approval for one event does not guarantee participation in other events.

Applications for each event must be submitted 14 days prior to the event.

The District reserves the right to deny or revoke vendor participation for safety concerns, failure to follow these guidelines or other circumstances determined to be in the best interest of the District.

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Wildcat Marketplace Vendor Application

Business Name:_____Contact Person:_____

Email:_____ Phone:_____

Business Address:_____

Are you requesting permission to sell products onsite, online or both? SELECT ONE

Briefly describe your business and what items you would like to sell:

_____

Category:

- ☐ Food
- ☐ Beverages
- ☐ Merchandise
- ☐ Other: _____

Event_____ Date of Event:_____

For online, provide sales window start and end dates:_____

Is your product branded with the EA Logo? SELECT if so, a photo of the product/logo used must be submitted to Mireille Mobley at mmobley@eawildcats.net

For online sales only: skip to the acknowledgement section

Onsite Sales:

Please describe equipment you will bring to campus. (Note: oil/deep fryers are not permitted):

_____

Will you need electricity: SELECT ONE

Special Set up needs: _____

EAST ALLEGHENY SCHOOL DISTRICT
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Do you have all licenses, permits, etc required? SELECT ONE

Do you maintain liability insurance? SELECT ONE

ACKNOWLEDGMENT OF RESPONSIBILITIES:

- ☐ I understand that approval of this application does not reserve a booth for a specific event. Events must be scheduled with the business office at least two weeks in advance and are subject to availability.
- ☐ I understand that football games and marching band events have a $50 vendor fee and all other events have a $25 vendor fee that must be paid upon approval, plus 10% of gross event sales
- ☐ I agree to accurately report gross sales and submit payment to the District within five business days following each event.
- ☐ I understand that products and equipment are subject to District approval and that oil fryers are not permitted.
- ☐ I agree to remove all equipment, inventory, supplies and trash at the end of each event.
- ☐ I understand that I am responsible for my employees, equipment, inventory and property and that East Allegheny School District is not responsible for injury, theft, damage or loss related to my participation.
- ☐ I have read and agree to follow the Wildcat Marketplace Vendor Guidelines.

Electronic Signature

By typing/signing my full name below, I acknowledge that this constitutes my electronic signature. I confirm that the information provided in this application is accurate and that I have read, understand and agree to the Wildcat Marketplace Vendor Guidelines.

_____ _____

Vendor Print/Signature Date

EMAIL A COPY OF THIS APPLICATION and ANY APPLICABLE SUPPORT DOCUMENTS to eamarketplace@eawildcats.net

*Wildcat Marketplace program does not apply to extracurricular fundraising events (i.e. craft shows, bake sales, garage sales, etc.)

Approved/Denied Date_____ Approved by_____