

# T'WAS - Market Vendor Application

Saturday, December 11, 2021 - 10 AM to 5 PM - Lakeshore High School

Set-up time will be Friday, December 10th from 5:00-8:00 pm and Saturday, December 11th beginning at 7 am. Vendors must be ready to sell by 9:30 am. We ask that vendors do not start tearing down prior to 5:00 pm on Saturday. Vendors are responsible for their own tables, chairs, extension cords, and other displays. All money and tax are the sole responsibility of the vendor.

Each vendor will be allowed a 10'x10' area for their booth space. If additional room is needed, please note that below. There will be an additional charge of \$25 for more than one 10'x10' space. If an electrical outlet is needed there will be an additional \$15 charge.

## Terms and Conditions

### STAFFING:

Exhibitor tables/ booths must be manned at all times and intact until the show closes at 5 p.m. Lakeshore High School and St. Tammany Parish Schools are not responsible for merchandise or display materials.

### VENDOR ITEMS:

Each Exhibitor must submit a few photographs of his or her craft(s) or wares. EVENT staff reserves the right to have items removed that are considered not appropriate. No open flames, selling of food, profanity, tobacco or alcoholic items/references, or suggestive material are permitted.

### SAFETY & SECURITY:

Applicants shall sell items at their own risk. Applicants must obey all pertinent safety codes and laws, including, but not limited to, fire, safety, and parking regulations. EVENT reserves the right to shut down any vendors not meeting cleanliness and safety codes and laws. All canopies, tents, and other temporary structures must be fire retardant and weighted before you are permitted to open.

### COVID-19 REGULATIONS:

Face coverings and gloves should be worn at all times. Clean and disinfect frequently touched surfaces as much as possible. Use disposable items and discourage the use of shared items. Make sure customers are maintaining a 6 feet distance from one another while in line or waiting.

### RESPONSIBILITY:

Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. EVENT staff, Lakeshore

High School, and St. Tammany Parish Schools expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the EVENT.

#### VENDOR SPACES:

Exhibitor spaces will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for EVENT attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come-first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.

#### DIRECT SALES:

Only one vendor from each direct sales company will be allowed. Spaces are reserved on a first-come-first-served basis.

#### ACCEPTANCE:

EVENT staff reserves the right to decline any application for space if it deems such action to be in the best interest of the EVENT.

#### PAYMENT:

The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. Payments can be made by check, Venmo, or PayPal.

#### ELECTRICITY:

Electricity will be available on a first-come-first-served basis as electricity is not available in all areas. Electrical service requires an additional fee of \$15.

- a. Outlets are NOT guaranteed.
- b. Extension cords are not included in the fee and must be provided by the Exhibitor.
- c. Silent/quiet generators are acceptable in the outdoor areas.

#### EQUIPMENT:

Each Exhibitor must furnish his or her own chairs, tables, or other equipment. A limited amount of tables and chairs are available upon request.

#### PHOTOGRAPHY & PROMOTION:

Exhibitor and vendors agree to allow the use of video and photography taken by EVENT organizers at the event for promotional purposes. Any photos taken by the event are the property of the EVENT.

CANCELLATION:

Application fees are not refundable. Lakeshore High School, St. Tammany Parish Schools, and EVENT staff are not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.

Please contact Kathy Olsen at [katherina504@gmail.com](mailto:katherina504@gmail.com) for more information.

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\* Required

1. Company/Business Name \*

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2. Contact Person Name \*

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3. Contact Person Email \*

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4. Contact Person Phone Number \*

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5. Space Requested \*

*Mark only one oval.*

- Indoor 10'x10' Area - \$75
- Outdoor 10'x10' Area - \$50
- Additional Indoor Space - \$100 (2 - 10'x10' Spaces)
- Additional Outdoor Space - \$75 (2 - 10'x10' Spaces)

6. Tent or Canopy? (Self Provided) \*

*Mark only one oval.*

- Yes
- No

7. Tables Needed? (These will be limited and on a reserved basis.) \*

*Mark only one oval.*

- Yes
- No

8. If yes, how many?

*Mark only one oval.*

1

2

3

9. Electricity Needed? \*

*Mark only one oval.*

Yes (Add \$15)

No

10. Product Category \*

*Mark only one oval.*

- Accessories/Jewelry
- Art/Books/Music
- Bath and Beauty
- Candles
- Ceramics/Pottery/Glass
- Children
- Clothing
- Crochet/Emrboidery/Knitting/Needlecraft
- Direct Sales
- Dolls and Minatures
- Furniture
- Holidays/Weddings
- Housewares
- Paper Goods
- Patterns
- Pets
- Plants
- Quilts
- Toys
- Vintage
- Woodwork
- Other

11. Types of products being sold? If Direct Sales, please list the company name. Please be specific so that we do not have multiple same vendors. \*

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12. Price Range of Products \*

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13. Logo or Photos

Files submitted:

14. Website

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15. Facebook, Twitter, or Other Social Media Info

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16. Additional Comments/Questions

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17. Payment Options (How will you pay for your vendor space?) \*

*Mark only one oval.*

- PayPal
- Venmo
- Check (Made out to Titan Band Boosters)
- Other: \_\_\_\_\_

18. By submitting this application you are certifying that you have read the Terms and Conditions and will adhere to all rules and policies herein. \*

*Check all that apply.*

I have read and fully understand the information above and agree to comply with all requirements as outlined. As a fully insured vendor, I agree to accept all responsibility for personal injury, property damage, loss or other harm suffered by myself or others due to my participation in this event. Further, I shall indemnify and hold harmless Lakeshore High School, St. Tammany Parish Schools, EVENT organizers, its employees and guests against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred because of any action or omission, neglect or misconduct of the Vendor.

19. Electronic Signature \*

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