



Artisan Vendor Registration Form

The School of Sacred Heart St. Francis de Sales
Harvest Bazaar at the Parish Center on Main St. Bennington, VT
Saturday, November 5th
8:00 AM – 3:00 PM

Harvest Bazaar ARTISAN Vendor Application Form

The School of Sacred Heart St. Francis de Sales is looking to host its Annual Harvest Bazaar with a vendor showcase. Our hope is to raise money for our school and give our local artisans a way to showcase their arts and crafts. We are hoping with your help and the help from our community, we will be able to create a wonderful bazaar. Please fill out the form attached if you would like to participate at our show.

Company Information

Company Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Individual Contact Information

Name: _____ Title: _____

Email: _____

Phone: _____ Fax: _____

Type of products:

- | | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Handmade | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Local Artist |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Clothing | <input type="checkbox"/> Fabric Art | <input type="checkbox"/> Food |
| <input type="checkbox"/> Books | <input type="checkbox"/> Pottery | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Dolls |
| <input type="checkbox"/> Cards | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Canvas Art | <input type="checkbox"/> Illustrations |

List of items to be sold: _____

Other Information you feel we should know: _____

Special Space Needs

Vendor agrees to pay the following rental fee:

9' x 9' Booth = \$60

Chairs (2) & Table (1) = FREE

TOTAL: _____

Silent Auction: As part of the fundraiser, we are requiring each exhibitor to donate at least one item to be used in our silent auction at the bazaar. Funds raised from the silent auction will benefit the School of Sacred Heart St. Francis de Sales.

Please provide us with a detailed description of the donation and/or a photo link:

For the application to be considered, the following must be included:

- Please complete the **Vendor Application** form
- Please sign the **Terms and Conditions** document

Payment:

Cash

Check

Please make checks payable to **The School of Sacred Heart St. Francis de Sales**

Total Payment Enclosed: _____

Mail or email* all by Friday October 28th to:

Susan Paustian
The School of Sacred Heart St. Francis de Sales Harvest Bazaar
307 School Street
Bennington, VT 05201

Or email at shsfoffice1@comcast.net

****If paperwork is emailed, the application will not be active until the fees are received.***

By completing a vendor application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ **Signature:** _____

Thank you for your interest in the Harvest Bazaar benefiting The School of Sacred Heart St. Francis de Sales. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

Thank you for being a part of The School of Sacred Heart St. Francis de Sales community!

*****Office use only below this line*****

Date Registration Received: _____ **Payment Received** _____

Payment Method: _____ **Check Number:** _____

Date Confirmation Emailed: _____ **Space Assignment:** _____

Terms and Conditions

1. **Setup/ Break Down:** All Exhibitors must be set up and **ready to sell by 8:00 am** the day of the Bazaar. Exhibitors may set up the Friday the 4th at 6-7 PM. Exhibitors may begin setting up at **7 am** the day of the bazaar. Break down can start no sooner than 3 pm on Saturday and must be completed by 3:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. ****Before leaving, be sure your area is clean and trash-free.***
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 3 p.m. The School of Sacred Heart St. Francis de Sales is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Items for sale at the exhibitor's booth must be handmade by the exhibitor. The School of Sacred Heart St. Francis de Sales reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The School of the Sacred Heart St. Francis de Sales expressly disclaims any responsibility for 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 bazaar.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for bazaar 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.
6. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the School of Sacred Heart St. Francis de Sales.
7. **Acceptance:** The School at Sacred Heart St. Francis de Sales reserves the right to decline any application for space if it deems such action to be in the best interest of the Harvest Bazaar.
8. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. **Electricity:** Electricity will not be available.
10. **Music:** Music will be provided throughout the space.
11. **Tables & Chairs:** Each Exhibitor may furnish his or her own chairs, tables, stands or you may use those provided
12. **Cancellation of space:** Application fees are not refundable. Sacred Heart St. Francis de Sales is 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.
13. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the School of Sacred Heart St. Francis de Sales from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Sacred Heart St. Francis de Sales Harvest Bazaar.
14. **Applications:** Application forms also available at The School of Sacred Heart St. Francis de Sales or at the Sacred Heart St. Francis de Sales website at www.sacredheartbennington.org