

Dear Prospective *Berkner Bazaar* Vendor,

The Berkner High School (BHS) PTA will host the 2010 *Berkner Bazaar Holiday Craft and Gift Show* on Saturday, November 20th and Sunday, November 21st, 2010, at Berkner HS, 1600 E. Spring Valley Road, Richardson, TX 75081. The BHS PTA is committed to a quality annual event for our community. We invite you to apply to become one of the unique, quality vendors that will make *Berkner Bazaar* a successful event this year and for many years to come.

Berkner Bazaar will be a juried show of vendors. Vendors will be selected based on the uniqueness and quality of merchandise, price of merchandise and booth/display appearance. In selecting vendors, efforts will be made to insure a wide-range of merchandise, allowing each vendor the opportunity to maximize sales.

A vendor application including pricing information and rules and guidelines is attached. Current photographs of your merchandise and booth display **must** accompany your application for consideration. Photographs will not be returned. Merchandise samples are very helpful in the jury process, but are not required. All photographs and samples should be labeled with your company's name. Samples that you would like returned **must** include postage or be picked up at BHS on November 19th between 5:30 and 8:00pm.

Booth sizes are approximately 96 square feet, usually 8' x 12'. **Vendors are required to furnish their own display equipment, including tables, chairs, extension cords, etc.** A request for electricity must be made on the application form, but electricity will not be available to all booth locations.

Applications are due by **August 1, 2010**. **Payment in the full amount for your booth fees is due with your application.** Please make check payable to Berkner PTA and include your Driver's License number and date of birth. We encourage you to submit your application with the appropriate materials as soon as possible, as the date of receipt will be a decision factor. We will commence the jury process shortly after the deadline and will advise vendors of selection no later than **September 20, 2010**.

Assigned booth spaces are not transferable without the written approval of the Bazaar's Chairman. **Booths are not guaranteed until all fees and forms are received.**

The BHS PTA is planning an extensive publicity campaign which includes a newsletter to 2500+, signs, flyers to feeder schools, local groups and business, etc. Also, we will have entertainment throughout the Bazaar provided by RISD student groups and clubs.

We are very excited about *Berkner Bazaar* and look forward to hearing from you soon. Please feel free to contact us if you have any questions or need any additional information. **Email inquiries are preferred.**

Sincerely,
Debi Curley
2010 Berkner Bazaar Chairman

berknerbazaar@aol.com

**Please make checks payable to Berkner PTA
Include Driver's License number & date of birth and mail to:
Berkner Bazaar, P.O. Box 851813, Richardson, TX 75085-1813**

Rules and Guidelines

- 1. BAZAAR HOURS:** Show hours will be Saturday, November 20 from 9:00am – 4:00pm and Sunday, November 21 from 11:00am – 4:00pm.
- 2. SET-UP TIME:** Bazaar set-up times will be Friday, November 19, from 5:30pm until 9:30pm. Vendors should not attempt to move in sooner, as the custodians must have time to clean before set-up may begin. Vendors may not enter the building before 7:30am on Saturday or 10:00am on Sunday.
- 3. CHECK-IN:** Vendors should check in before setting up their display. There will check-in tables in the hallway near the west parking lot entrance. Each vendor will receive a Vendor's Packet and unloading instructions will be given at that time. Help for unloading is not guaranteed.
- 4. PARKING:** All instructions regarding parking must be followed. Vehicles parked illegally or blocking other cars either during set-up or the Bazaar will be towed.
- 5. CANCELLATIONS:** Once a vendor is accepted to participate in the Berkner Bazaar, all fees then become **Non-Refundable** unless the Bazaar is canceled.
- 6. NO SHOWS:** Vendors must be present Friday night, November 19 for check-in and setup, or have called and made arrangements with the Bazaar's Chairman prior to check-in Friday night. If vendors are not present or have not made prior arrangements with the Bazaar's Chairman, the Chairman will assign their space for the show to wait-listed applicants. Booth fees will not be returned.
- 7. EQUIPMENT NEEDS:** Vendors should bring everything needed for their display including tables, chairs, 3-prong extension cords, etc. **DISPLAY EQUIPMENT WILL NOT BE PROVIDED OR AVAILABLE FOR RENT.**
- 8. CHECK OUT:** Vendors cannot move out before 4:00pm on Sunday, and must be completely moved out by 6:30pm.
- 9. CLEAN UP:** Each vendor will be provided a large trash bag in the Vendor's Packet at check-in and extra trash bags will be available, if needed at the end of the day Sunday. Vendors should leave their booth as it was on Friday before set-up. Vendors are required to remove the masking tape marking their booth before they leave.
- 10. BOOTH AREA AND LOCATION:** Each vendor is assigned approximately 96 square feet (8' x 12' in most cases) designated by masking tape. **Vendors must restrict their display to the boundaries of their assigned booth area.** This includes all display racks, dividers, tables, stands, etc. Changes in booth locations must be approved by the Bazaar's Chairman.
- 11. SHARING SPACE:** Vendors **cannot share or sell** any of their space without the approval of the Bazaar's Chairman. Failure to comply with these rules may result in both vendors being dismissed from the Bazaar.

12. MERCHANDISE: Only items listed in a vendor's original application may be sold. The Chairman may ask a vendor to remove merchandise not listed on their original application. No nudes or any items considered by the Chairman to be in bad taste will be permitted in the Bazaar.

13. DISPLAY/BOOTH RESTRICTIONS: The building is owned by the Richardson Independent School District (RISD). Display materials cannot be nailed or bolted to the floors, walls or ceilings. Only masking tape may be used to attach an item to the brick walls or glass windows. No taping of any kind is allowed on any painted surface. Additionally, all display items are **required** to be placed on protective rubber coasters. This is an RISD requirement and will be strictly enforced. The City of Richardson Fire Marshal requires all booth set-up materials to be made of non-flammable materials or be treated with an approved flameproof solution and that all boxes be removed from the booth to the outside of the building or to the vendor's vehicle. No smoking is allowed inside the building, nor is incense burning allowed.

14. NO CHANGE MADE: Each vendor is responsible for his/her own money. Neither the Bazaar's Chairman, nor the food service can provide change.

15. SECURITY: The Richardson Police Department will provide security during the Bazaar. Richardson Police will be requested to add extra patrols to the area. The Berkner PTA, Berkner HS, and the RISD does not assume responsibility or liability for loss, damage or breakage to property exhibited by the Vendor.

16. FOOD/DRINK: RISD forbids bringing alcoholic beverages into the building or having them on the grounds. Vendors may bring a cooler with food and soft drinks. There will be concessions available for purchase. No one other than the BHS PTA and BHS student organizations will be allowed to sell food for consumption on the premises.

17. HOSPITALITY: A hospitality room will be open to vendors for light refreshments. The Bazaar Cart will periodically make rounds with delicious food and treats for purchase. Two name tags and two free soft drink coupons will be provided for each booth. **There will be no baby-sitting service for vendor's children.**

18. LATE APPLICATION: Reservations made less than 30 days before the Bazaar must be accompanied by a money order or cashier's check.

19. DAMAGE: Vendors are responsible for any damage to school property resulting from their own negligence.

20. FOOD VENDOR GUIDELINES: In order to assist vendors selling food and/or providing food samples at the Bazaar ("Food Vendors"), the BHS PTA will obtain a permit from the City of Richardson for Temporary Food Establishments. It is highly likely that the City will conduct an on-site health inspection during show hours and could assess fines against Food Vendors not in compliance with the applicable food protection rules and regulations and/or may shut down such vendors' distribution of samples and/or sales at the Bazaar. **Berkner HS, the Berkner HS PTA, the RISD and the Bazaar's Chairman assume no liability or responsibility** for any fines and/or penalties which might be assessed during the Bazaar for failure by a Food Vendor to follow all applicable rules, regulations and guidelines governing the distribution or storage of food. **Food Vendors shall be solely responsible for any such fines and/or penalties** handed down by the City of Richardson for non-compliance of applicable rules. **Guidelines subject to change per City Code.**

The Berkner Bazaar Committee reserves the right to enforce and/or interpret the Rules and Guidelines as final judgment, without exception.

Please make checks payable to Berkner PTA
Include Driver's License number & date of birth and mail to:
Berkner Bazaar, P.O. Box 851813, Richardson, TX 75085-1813

2010 Vendor Application

Show dates: November 20th and 21st
Application Due Date: August 1st
Acceptance Notification Date: September 20th

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Contact Person: _____ Email: _____

Sales Tax Permit # _____

Location Preference: Rank 1 through 3 with 1 being your first choice. Booth assignments are made based on the following criteria: vendor requests and type of merchandise.

	<u>Cost of Booth</u>	<u>Electricity</u>
_____ Senior Way	\$100	add \$10
_____ Cafeteria	\$100	add \$10
_____ Hallway	\$100	add \$10

Are you interested in a double booth or larger? _____

Merchandise Information (We reserve the right to accept all or part of your merchandise.) Please estimate the percentage for the types of merchandise in your booth (i.e., Jewelry 60%, Gifts 40%):

Antiques	Food*	Purses/Belts
Art	Gifts	Silver Jewelry
Books/Music	Gold Jewelry	Stationery
Children's Apparel	Handmade Jewelry	Toys
Christmas	Home Accessories	Women's Apparel
Costume Jewelry	Men's Apparel	Other

Other: _____

***FOOD VENDORS:** All vendors selling food items shall be required to comply with all City of Richardson Food Protection requirements. Please signify your agreement to comply with all such requirements by signing below:

Signature: _____ **Date:** _____

PLEASE SEE NO. 20 OF THE RULES AND GUIDELINES FOR FURTHER INFORMATION

Price range of merchandise: _____ Do you need electricity ___ Yes ___ No

If yes, what are your specific electrical needs? _____

A **donation** is required for the Chance Drawing benefiting Berkner PTA. What do you plan to donate? _____
 and what is the value? _____

Please make checks payable to Berkner PTA
Include Driver's License number & date of birth and mail to:
Berkner Bazaar, P.O. Box 851813, Richardson TX 75085-1813

RELEASE FORM

Exhibitor hereby waives and releases the Berkner High School PTA , Berkner High School, and RISD from and against all claims, demands, liabilities, causes of action, suits, judgments, damages, and expenses (including reasonable attorneys' fees) arising from injury to any person or damage to or theft, destruction, loss, or loss of use of any property or inconvenience to Exhibitor, or Exhibitor's employees, agents and contractors, and arising from attendance at the Berkner Bazaar, for whatever reason other than the intentional misconduct of the Berkner High School PTA. Furthermore, Exhibitor shall indemnify, defend and hold the Berkner High School PTA, Berkner High School, and RISD harmless from any claims brought against any and all of them hereby waived and released.

Exhibitor (Please Print) _____

Business Name _____

Signature _____

Date _____

**Please make checks payable to Berkner PTA
Include Driver's License number & date of birth and mail to:**

**Berkner Bazaar
P.O. Box 851813
Richardson, TX 75085-1813**