

St. Charles Borromeo Catholic School

Sales Event Agreement



The following application and agreement are valid for the following event; the "Christmas Market" event, being held on Saturday, December 7th, 2019 from 9:00am-3:30pm, at St. Borromeo Charles Catholic School located at 505 S Lafayette St, Greenville, MI 48838.

I understand this is an individual vendor event and I am responsible for all items I bring, sell, and distribute, as well as any applicable laws regarding the tax, sale, or disbursement of said items. I agree to follow all rules and requirements put in place by St. Charles Borromeo Catholic School for the protection of all vendors, participants, and staff of the above-mentioned event.

As a vendor event, "booth" spaces are limited and will be allotted on a first come, first served basis. Management of this event reserves the right to determine the assignment of "booth" space as reasonably as possible according to order of request and availability of space. "Booth" spaces are outlined and numbered on the map(s) provided attached to this agreement. Please specify your preference of booth number in order of desire. Please keep in mind that depending on the order of receipt of your application you may not be assigned to the "booth" space of your preference. Management will do the best to assign you the "booth" as you wish but should one or all three of your preferences be already assigned, we will do our best to accommodate as possible.

A "booth" is defined as the numbered space available on your "booth" map. Each "booth" space will have a specified dimension as noted on the "booth" map layout. Each space will be labeled with a number and will be taped off. The "booth" number will be located in the center of your booth and the corners will be defined with tape on the floor. We ask that you please contain any items you have for sale within the confines of your assigned booth space, keeping them clear of the aisle ways or other "booths", unless an agreement or other arrangement is made with the renters of the booth space adjacent you.

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****Due to the nature of this event we understand finding childcare may not be possible. All children must be properly cared for and contained within the confines of your booth space unless accompanied by an adult for the safety of all sellers, volunteers, and patrons.**

Multilevel Marketing Businesses and product vendors will be limited to no more than 2 vendors of a particular business/company. (For example: no more than 2 Tupperware, Mary Kay, Paparazzi, Lularoe, etc. vendors will be allowed)

All booth rental fees are due at the time the application is submitted. No money means no booth, no exceptions. Rental Fees will become non-refundable 30 days prior to the event. You are welcome to bring your own tables, chairs, and display items, as long as they remain within your allotted "booth" space. Please keep all items for display, for use, or for sale reasonably clean and organized. Tables will be available for rent on a first come first served basis at a cost of \$10 per 8 ft long table. Table rental must be requested with the submission of this application. Tables are only available on a first come first served basis and are NOT guaranteed. Fees for table rentals must be included with the application.

Set up for this sales event will be allowed on **Friday, December 6th from 6:00pm-8:30pm**. The event doors will open for vendors on Saturday December 7th at 8:00am and will close at 4:30p. **ALL items must be removed, booths deconstructed and CLEANED by that time. Leaving behind a mess may automatically disqualify you from participating in any future sales events held at St. Charles Borromeo Catholic School.**

All proceeds from the sale of the booth spaces, any food or kitchen items, raffle items, door prizes, or any other such means of income will directly benefit St. Charles Borromeo Catholic School, St. Charles Parish, St. Joseph Parish, and St. Mary's school, religious education, and youth group programs.

St. Charles Borromeo Catholic School Event Management reserve the right to deny booth sale for any reason, as well as to deny future participation for reasons it deems appropriate to the function, goal, safety, or purpose of the event.