



2019 FMS PTO HOLIDAY BAZAAR VENDOR AGREEMENT



The Fairview Middle School Parent Teacher Organization (FMS PTO) appreciates your willingness to support our fundraising initiatives in order to enhance our students' educational experience. The following agreement outlines expectations between the FMS PTO and vendors supporting this event. For the purpose of this agreement, the definition of "Vendor" is an individual or company selling goods or services that may or may not be consumable.

BOOTH SETUP: Vendor will provide tables, chairs, extension cords/power strips and all materials for booths including any tents or canopies. All tents or canopies must have furniture stops for the feet to protect the gym floor. Vendor is responsible for all expenses, supplies, manpower, labor, setup and cleanup.

Property will be open for setup Friday, November 1 between 6 pm and 8 pm, and on the day of event for all vendors from 7am - 8am. The FMS PTO, nor FMS, will be held liable for any items left unattended during the Bazaar. Designated unloading zone will be outside the FMS gym and will be a one-way driveway only. Unloading zone must be vacated by 8 am on the day of the Bazaar.

CONDUCT AND CARE OF PREMISES: No part of the exhibit, signage or other materials may be pasted, nailed or otherwise affixed to walls, doors, floors or other surfaces in a manner that might mar or deface the premises or furnishings. Repair costs for damage caused by Vendor will be the responsibility of the Vendor. Vendor is responsible for picking up and disposing of all trash, spills and other items left in Booth space. The exhibit shall be conducted in a professional and respectful manner and shall not be objectionable to other Vendors, volunteers or Bazaar attendees. During the hours open to the public, Vendor must occupy Booth space.

LIABILITY, FIRE AND OTHER REGULATIONS: Vendor shall comply with all fire laws, electrical codes & all other rules and regulations. Tobacco, Vaping or alcoholic beverages are prohibited on school grounds. FMS and FMS PTO shall not be liable for damage or loss to Vendor property through theft, fire, accident or any other cause. Vendor shall hold FMS and FMS PTO harmless from any complaints, suits or liabilities resulting from negligence of the Vendor in connection with Vendor's use of Booth space. FMS and FMS PTO assume no liability for any injury that may occur to visitors to the Bazaar, Vendor's agents, employees or others. FMS and FMS PTO assume no responsibility for collection of TN state tax. Collection of any applicable sales tax is the responsibility of the Vendor

INABILITY TO PERFORM: If FMS or FMS PTO shall be prevented from conducting Bazaar activities by any cause beyond its control, FMS PTO will refund Vendor the amount of Booth fee paid. If Vendor is unable to attend, a five-day notice period is required in order to receive Booth fee refund.

DEADLINES:

Deadline to reserve booth space and added exposure packages is October 18

Deadline to reserve booth space only is October 21

Please return completed agreement and payment in a sealed envelope to:

FMS PTO / Holiday Bazaar • 7200 Cumberland Drive • Fairview, TN 37062

Checks may be made payable to FMS PTO

Questions? Please email fairviewmiddlePTO@gmail.com

Name of Vendor: _____ Date: _____

Company Name: _____

Vendor Cell Phone: (_____) _____ Email: _____

Will you need electrical access/power? Yes No

Due to limited outlets, we respectfully ask that you only request electricity access if needed for sales

Description of items represented by Vendor/Company: _____

BOOTHS please check one; all booths are 10 x 10

General Booth \$40 you may purchase multiple booths - please indicate in payment section

Premium Booth \$45 corner booth, limited availability

NEW! ADDED EXPOSURE please check one if interested

Bronze Package — \$10

- One email sent to our parent email database (will be included with four to six other non-competing vendors)
- Two stand alone posts on our Twitter page

Silver Package — \$15

- One email sent to our parent email database (will be included with two other non-competing vendors)
- Two stand alone posts on our Twitter page
- One stand alone post on our Facebook page

Gold Package — \$25

- One stand alone email sent to our parent email database
- Three stand alone posts on our Twitter page
- One stand alone post on our Facebook page
- Higher placement on our website holiday bazaar page

BY THE NUMBERS
 Email database: 504 contacts
 PTO Facebook: 454 members
 PTO Twitter: 203 followers

\$ _____ Booth space(s) + \$ _____ Added Exposure Package = TOTAL PAID \$ _____

By signing below I agree to abide by the FMS PTO Holiday Bazaar Fundraiser Agreement as described in the above rules and expectations.

Vendor Signature: _____ Date: _____

Official use only: Check # _____ ; _____ - _____ - _____ ; _____