



MONROE
COMMUNITY
SENIOR CENTER

Bazaar Vendor Application

Event Date: Saturday, December 7, 2019 9:00am – 2:00pm

Vendor Fee:

Before November 18: \$25 per table space

After November 18: \$35 per table space

(Please make checks payable to MCSC. Payments must be received at the time of registration)

(Please Print)

Name: _____

Address: _____

Phone: _____ Alternate: _____

Email: _____

Full description of the product(s) you will be selling this year:

How many table spaces? 1 2 _____ Electrical Outlet _____ No Table

I, _____, have read and agree to the "Terms and Conditions" and I agree to hold Monroe Community Senior Center harmless, and indemnify the organization for any and all claims realizing from my operation as a vendor on MCSC property. I give MCSC permission to use my photo in newsletters & other publicity and to receive periodic emails.

Signature: _____ Date: _____

Office Use Only: Date Received: _____ Amount Paid: \$ _____ Receipt # _____

Monroe Community Senior Center Bazaar Vendor Terms and Conditions

- Registration:** Vendors must submit a completed application, with table fee, by December 2nd. An application will not be considered or eligible for acceptance until the appropriate table fee and a completed vendor application has been submitted. Vendors will be selected based on a first come first serve basis as well as on quality and originality of his/her product(s).
- Cancellation:** Vendor has the right to cancel or withdraw their services at any time leading up to the day of the event. A cancellation taking place after December 2nd will not be eligible for a refund.
- Table Space:** Tables will be provided for vendors. Vendors may only use the display area assigned to them. For safety reasons, vendors must keep all items from sticking out from the front of the assigned table space. Keep racks, displays, etc. within the table space and out of the flow of traffic. The use of tape and nails to attach items to the walls or floors is prohibited. Vendors may elect not to use the provided table, and are asked to opt out by checking the appropriate line on their application. Tables with electricity are available but limited and must also be requested on the application form. Vendors are asked to provide their own power cords.
- Set Up:** Vendors will have access to the building by 7:30am the morning of the bazaar. Any space not claimed by 8:30am the morning of the bazaar will be either forfeited or reassigned. It is requested that all vendors park their personal vehicles at the Sky River Park parking lot by 8:45am on the morning of the event.
- The Event:** All vendors are responsible for their own spaces and merchandise at all times, before, during, and after the bazaar. MCSC will assume no responsibility or liability for theft, fire, personal injury, or property damage. Vendors are asked not to bring unsupervised children or pets to the event.
- Clean Up:** Vendors must be ready for the public at 9:00am and stay for the entirety of the event unless he/she sells out of product. Leaving prior to the closing time may result in exclusion from future participation. Vendors are asked to leave their space as they found it. Product may not be left or stored at Monroe Community Senior Center overnight.