

Washougal High School “Holiday Marketplace Bazaar”

Saturday, November 9, 2024

Washougal High School

1201 39th Street

Washougal WA 98671

Vendor Agreement and Rules

Dear Vendors:

Thanks you for participating in this years Bazaar at Washougal High School. This is a fund-raiser presented by the Class of 2025.

Vendor Contract: Please return the vendor contract and payment before or by October 31, 2024 to reserve your space. If you send your contract and payment in on time, you are registered. We will have your table number when you check in to set up your space. If for some reason you cannot participate in the Bazaar, please let us know so we can fill your space with another vendor. There are no refunds if you are cancelling your vendor spot. This is a student ran event so please be patient. You will get a phone call if there is a problem with your contract or no spaces left. Preferred payment is credit card at the WHS ASB office. If you need to mail your contract and payment please send in a check (no cash will be accepted) made out to WHS. Your confirmation of event will be your cashed check or receipt.

Event Advertising: The students will be working hard to advertise this event with flyers throughout the community. There are also plans for extensive advertisement, both paid and unpaid, advertising in community papers, on radio and television.

Vendor registration “handcrafted” and Brand Name Products”

We accept handcrafted items and also name brand vendor products. If you have a business with name brand products, for example Party Lite, Pampered Chef, Avon, we will only accept one business of the same name into the Bazaar. The first business to register would get the vendor space. If we receive a second business selling the same products you will be contacted and your payment returned.

If you are bringing your own table or display: Please make sure that the table/display and chairs do not have rough edges on the bottom. We appreciate you taping the bottom to prevent any scratches to the gym or common floors.

Vendor set-up / take-down: Set up times will be Friday November 8, from 7 – 8:30 p.m., and Saturday morning from 7 – 9 a.m. If you are renting a table, your table will be in the space provided on Friday evening. If you are bringing a table or display you may bring it on Friday evening or Saturday morning, please mark your table with your name and phone number. Merchandise can be set up on Friday evening. We cannot guarantee the safety and security of any merchandise that is set up on Friday, but we will make every effort to secure the building. There will be someone readily available with your space number when you set up on Friday or Saturday and there will be student helpers to guide you to your space. Students will be available to help with unloading and re-loading of your goods. Please bring enough products to last the entire day. Late arrivals and early breakdowns are not allowed, as customers are expecting to shop during these hours. All vendors merchandise must be out of the school by 6 p.m. Saturday, so that the students may begin the clean up.

Thank you again for participating in this ASB Fund-raising event!

If you have any questions, please contact Misty Young at misty.young@washougalsd.org or **Alex Yost** at alexandra.yost@washougalsd.org.

HOLIDAY MARKETPLACE BAZAAR

Washougal High School
"Holiday Marketplace Bazaar"
Saturday, November 9, 2024
9:00 a.m. to 4:00 p.m.

Date Received _____
Check # _____
Amt Paid _____

VENDOR CONTRACT

Name _____ Business Name _____

Address _____

Email _____ Phone _____
(Vendors must have approval to sell food items prior to registration)

Items to be
Sold _____

Special Requests: (wheelchair access, electricity, wall space)

Make Checks Payable To: WHS BAZAAR

Mail to: Washougal High School
Holiday Marketplace Bazaar
1201 39th Street
Washougal, WA 98671

VENDOR RESERVATIONS:

_____ \$35 each rectangular table (3'X6' we provide) in 8'X4' space with 1 chair

_____ \$25 each (vendor provides table) in 8'X4' space with 1 chair

Please note: Contract and payment are due by October 31, 2024. Your cashed check or receipt is your confirmation of space for the event. This is a student run event so thank you for your patience.

Payments are non-refundable.

I HAVE READ AND WILL ABIDE BY ALL THE RULES IN THIS VENDOR CONTRACT AND THE ACCOMPANYING VENDOR AGREEMENT.

Signed _____ Date _____