



Greater Maple Valley Community Center Senior Program Holiday Bazaar Vendor Registration

GMVCC Senior Program Holiday Bazaar
Saturday, December 3rd, 2016 10 am - 3 pm
Greater Maple Valley Community Center
22010 SE 248th Street
Maple Valley, WA 98038

Registration and payment due by Friday, November 18, 2016

Please make checks payable to "GMVCC" and bring in or mail to:

GMVCC
Attn: Senior Program
22010 SE 248th St
Maple Valley, WA 98038

Holiday Bazaar Coordinators: **Tracy Jones** tracyj@maplevalleycc.org **425-432-1272**
Jamie Kimball jamielk@maplevalleycc.org **425-432-1272**

Vendor Name _____ Application Date _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email _____

Please briefly describe the items you will sell and the general price range. (We reserve the right to deny any vendor.):

*****RAFFLE ITEM: EACH VENDOR IS ASKED TO PROVIDE ONE ITEM OF AT LEAST \$25 VALUE FOR THE GMVCC BAZAAR RAFFLE. PLEASE HAVE YOUR RAFFLE ITEM READY TO BE COLLECTED THE MORNING OF THE BAZAAR.**

Vendor space - \$40.00 (checks payable to GMVCC) Single space - approx. 8' x 6'

Tables available for event use (quantities limited):

____ 6' x 2.5' ____ 5' round ____ 2' x 4' ____ I will bring my own table

Special requests (i.e. wall space, electrical outlet - you must provide your own extension cord, corner etc.)

Vendor Rules/Refund Policy/Release of Liability/Photo Permission

I realize I will be responsible for staffing my exhibit and handling all purchases and collections for my craft items. In consideration of participation in this event, I hereby indemnify and hold harmless the Greater Maple Valley Community Center (GMVCC), its agents, employees and volunteers from any and all liability for any injury or personal loss suffered by my helpers and/or me, arising from or connected with this event. I assume all risk for any injury or personal loss, including but not limited to any item that may be lost, damaged, or stolen in the course of this event. I give my permission for photos of my helpers and/or me to be taken by GMVCC to be used for promotional purposes. No refunds will be given unless your space can be filled.

My signature acknowledges that I have read, understand and agree to the above rules and conditions. I further certify that all helpers at my table will also adhere to all rules and conditions.

Applicant Signature and Date

Parent or Guardian Signature and Date
Applicants under 18 years of age

OFFICE USE ONLY: ORIGINAL TO FINANCIAL SERVICES			
Date Received _____	Received by _____	Receipt # _____	Amount Rec'd _____

VENDOR APPLICATION AND INFORMATION

GMVCC Senior Program Holiday Bazaar

Event Address: Greater Maple Valley Community Center 22010 SE 248th St, Maple Valley

Event Date & Time: Saturday December 3rd, 2016 from 10 a.m. to 3:00 p.m.

Event Setup: Saturday December 3rd from 8 a.m. - 9:45 a.m.

REGISTRATION AND FEES:

- Registration contracts and payment of \$40 are due no later than November 18, 2016. You will receive a confirmation email when your contract is received. Late contracts only accepted as space permits.
- All vendor space fees are non-refundable.
- Vendor spaces with electricity are available on a first come basis. You will need to bring your own extension cord.
- Each vendor must donate an item or items with a retail value of no less than \$25 to be used in a raffle benefitting the Senior Program.
- A limited number of tables are available to be borrowed during the event. See reverse. Two chairs per vendor space will be provided.
- Food will be available on site for purchase.
- No commissions are collected by GMVCC. Event sales will be the responsibility of each individual exhibitor. GMVCC will not collect money on behalf of any exhibitor.
- All proceeds from this event benefit the Senior Program at GMVCC.

GENERAL INFO:

- Vendor space is approx. 8' long by 6' deep. All of your fixtures and all products must fit within your allotted area. It is not possible to display merchandise on the floor in front of or adjacent to your space or to block the aisles. This will be strictly enforced due to fire codes.
- Tables will not be covered or skirted by GMVCC, you must provide your own. Your tablecloth should reach the floor and may not be plastic.
- You may not damage walls, floors, tables or other GMVCC property. No nails or tacks can be placed in the walls.
- You are responsible for staffing your table throughout the event.
- You are responsible for cleanup and removal of your merchandise at 3:00 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 4:00 p.m. Please ask for assistance if you need help.
- GMVCC will be responsible for:
 - Listing the Holiday Bazaar in local publications and on social media websites
 - Placing signs/banners around the Maple Valley area
 - Providing you with electronic flyers for your distribution

LIABILITY LIMITATIONS:

- GMVCC will not be held responsible for losses including but not limited to the following:
 - Merchandise or any display items that may be lost, stolen, or damaged in any way
 - Personal injury to the customer or exhibitor during setup, cleanup, or during bazaar
- If you are a food exhibitor, food must be displayed according to all health regulations.