



St. Mary Parish School 2016 Holiday Bazaar

Saturday, November 12, 2016, 5:00 – 9:00 p.m.

St. Mary Parish School, N89 W16215 Cleveland Ave., Menomonee Falls, WI 53051

VENDOR AGREEMENT

Vendor Name/Business: _____

Vendor Address: _____

Vendor Phone(s) & Email(s): _____

Vendor Products/Services

Vendor Booth Information

Vendors can rent booth space for this event on a first come, first served basis. Each booth space is 6'W x 7'D and includes one 6 foot table, one chair and all advertising for the event.

Please indicate below how many booth spaces you would like to rent for this event.

- One (1) booth space without electricity
 ___ \$40.00 if payment mailed on or before April 1, 2016
 ___ \$50.00 if payment mailed after April 1, 2016
- Two (2) booth spaces without electricity
 ___ \$70.00 if payment mailed on or before April 1, 2016
 ___ \$90.00 if payment mailed after April 1, 2016
- Table options
 ___ We do need a table.
 ___ We do not need a table.

Electricity is available for an additional charge. If you will need electricity for your display, please contact Maria Schmelzer at (262) 365-3988 to discuss your needs and pricing.

Vendor Donation Information

Vendors are required to donate one or more items (total retail value of \$35.00 or more) that can be used in the raffle or silent auction to be held during this event. Please complete the enclosed Donation Form and return it with your signed Vendor Agreement.

GENERAL INFORMATION

- FACILITIES – All booths will be located at various places within the St. Mary Parish School building. St. Mary Congregation and St. Mary Parish School will not be responsible or accountable for any loss of vendor’s property.
- DISPLAYS – Vendors may bring their own tables for their display. Displays must be manned at all times.
- DATE & TIME OF EVENT – November 12, 2016, 5:00 to 9:00 p.m. No refunds after Sept. 30, 2016.
- SET-UP TIME – Day of event, 1:00 to 4:00 p.m.
- CLEAN-UP TIME – Day of event, 9:00 to 10:30 p.m.
- LOCATION ASSIGNMENTS – All booth locations will be assigned by the 2016 Holiday Bazaar Committee. Committee members will be available to answer questions and assist vendors in finding their assigned locations.
- CONTACT PERSON – Maria Schmelzer at (262) 365-3988 or SchmelzerM@stmaryparish.net.

ADULT HOLD HARMLESS / INDEMNITY AGREEMENT

The above named Vendor (“Vendor”) agrees to defend, protect, indemnify and hold harmless St. Mary Congregation and St. Mary Parish School (together, “St. Mary Congregation”) against and from all claims arising from the negligence or fault of Vendor or any of Vendor’s agents, family members, officers, volunteers, helpers, partners, organizational members or associates, which arise out of the above mentioned activity or usage at St. Mary Congregation.

Additionally, Vendor agrees to protect, defend, hold harmless and fully indemnify St. Mary Congregation for any claim or cause of action arising out of the above mentioned activity or usage which takes place during the above identified date(s) of activity or usage that is brought against St. Mary Congregation by Vendor or Vendor’s family members, whether such claim arises from the alleged negligence of St. Mary Congregation, its employees or agents or from the negligence of Vendor or any of Vendor’s agents, family members, officers, volunteers, helpers, partners, organizational members or associates. If any portion of this agreement is held invalid, it is agreed that the balance of this agreement shall continue in full legal force and effect.

| | |
|--------------------------------------|------|
| Signature | Date |
| Print Name and Title (if applicable) | |

INSTRUCTIONS

- PLEASE COMPLETE THIS VENDOR AGREEMENT AND THE SEPARATE DONATION FORM.
- KEEP A PHOTOCOPY OF BOTH DOCUMENTS FOR YOUR RECORDS.
- RETURN YOUR SIGNED VENDOR AGREEMENT, DONATION FORM, AND PAYMENT (check payable to St. Mary Parish School) TO:

**St. Mary Parish School
Attn: Maria Schmelzer
N89 W16215 Cleveland Ave.
Menomonee Falls, WI 53051**