

RULES AND RELEASE FOR VENDORS:

1. Event will be held at The West Babylon HS located at 500 Great East Neck Road , West Babylon NY 11704 on Saturday March 7th, 2020.
2. **Open to the Public: Saturday 10am-3:00pm**
Set up - Set-up beginning at 8:15am (must be set-up by 9:45am)
Breakdown –Breakdown can start at 3:00pm and must be completed by 4:00pm. (Tri-M music honor students will be on hand to assist.)
3. This will be a juried craft fair – Vendors will be selected on a first come first serve basis.
4. No deposits will be accepted. **Payment must be made in full by 2/25/19** to reserve a rental space. All proceeds from vendor sales go to the vendor.
5. The event committee reserves the right to refuse any display or items for sale deemed inappropriate.
6. Once Vendor's registration is accepted, all fees are non-refundable. The vendor agrees to pay West Babylon HS \$20 for any returned check.
7. Each vendor is responsible for its/his/her own money, cash box, and sales receipts. West Babylon HS Music will not provide this service or make change.
8. **Check in & parking:** Please stop by the check-in booth located in the side of the building. After check-in you will have help unloading and then cars need to be moved to the back lot.
9. **Donations:** West Babylon HS will be holding a raffle. Each vendor will donate an item(s) with a value \$25 for the raffle. If you would prefer to make a monetary donation, it may be included with your registration fee. Donated items will be collected the morning of the fair. (No gift cards for direct selling companies.)
10. West Babylon HS Music dept. will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises.
11. West Babylon HS Music dept. is not responsible for protecting the Vendor's property and merchandise from damage or loss.
12. Collection, reporting, and payment of New York state sales tax is solely the responsibility of the vendor. West Babylon HS Music dept accepts no responsibility for sales tax collection.

I have read the rules & regulations for the West Babylon HS Music dept Vendor Fair and agree to abide by the established rules. I understand that if I do not abide by the rules & regulations, I will be asked to remove all merchandise and a refund will **not** be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release West Babylon HS Music dept. from all responsibility in the event of a personal injury, or loss, damage or theft of merchandise.

Signature: _____ Date: _____

West Babylon HS Music Dept. Vendor Fair:

Contact

Dana Meadows 631-376-7967 school voicemail

however email is the fastest way to reach me.

dmeadows@wbschools.org

Vendor Fair Registration Form

Return this form with applicable fees to:
West Babylon High School
Attention: Music Dept. Vendor Fair
500 Great East Neck Road
West Babylon, NY 11704

Name: _____

Phone: _____ Cell: _____

Business Name: _____

Address: _____

City _____ State: _____ Zip Code: _____

Email: _____

Address: _____

Website: _____

Description of Goods/ name of Company

Range of Prices for goods: _____

Indicate space(s) requested: _____ space(s) for event.

The cost per space is \$40 plus a donation for our raffle* (value of \$25).

Space is approximately 10' to accommodate a 6' x30" table.

Vendor locations will be assigned by the coordinators.

*Raffle of **goods** worth \$25 is required. If you choose not to bring a raffle please add \$25 to the registration fee.