1. Badger Mountain School Holiday Bazaar accepts hand-crafted items, fine art and gourmet specialty foods only. All commercial, buy/sell manufactured items, imported items, craft kits, and partially completed items are prohibited (i.e., Oriental Trading Company, Cookie Lee, Mary Kay, Sensaria, Tastefully Simple, “Made in China” items). Vendors selling these items will be asked to put them away. Embellished items are acceptable.

2. Cancellation/Refund Policy
   a. Vendors canceling prior to November 1st will receive a full refund with the exception of a $10 processing fee. Please keep in mind that these fees are considered a donation to the Badger Mountain Elementary PTO to benefit the children at Badger.
   b. No refunds will be allowed after November 1st.
   c. If you choose to cancel/not to participate in the Bazaar and receive a full refund, you will be considered a “new” vendor for the following year and will lose your booth location.
   d. You are responsible for contacting the Bazaar Chairperson 509-460-3806 as soon as possible if you need to cancel or make changes at any time.

3. Space/Location Policy
   In order to provide all vendors equal opportunity to sell or display their goods, vendors are required to adhere to the booth space requirements. The booth space requirements are:
   a. All vendor display items, tables, chairs, etc. must be kept within your allotted space. Vendors cannot block other vendors’ displays/space or walkways or take their chairs. Do not hang anything on walls in any way – even with tape.
   b. Vendors are not allowed to assign or transfer their booth space to another vendor without express permission of the Bazaar Chairperson.
   c. Vendors are allotted 1 other person to work in their booth at any time. The only exception to this rule is if a vendor is renting two booth spaces or working in shifts.
   d. All vendors and helpers working in a booth are required to wear a Vendor ID Badge at all times. These will be in your check-in packet
   e. Family and friends are not allowed to “hang out” with you during the Bazaar.

4. Vendors are not allowed on school grounds until after 5:00 pm on Friday.

5. All vendors are required to check-in on Friday (only between 5 pm and 8 pm) and on Saturday morning (no later than 7:30 am). Check in will be held just outside the entrance to the gym. Your confirmation packet will have your specific check in time.
6. All vendors are required to set up on Friday during set-up hours only (5:00 – 8:00 pm). If you cannot attend the set-up time, you need to make arrangements with the Bazaar Chairperson 48 hours prior to the start of the Bazaar.

7. All vendors are expected to commit to the full day of the Bazaar. Vendors violating this policy without making arrangements with the Bazaar Chairperson may lose priority for next year’s event.

8. You must be 18 or older to rent space. Children under 18 are allowed to work in booth space, but must be supervised by the registered vendor at all times. Remember: No more than 2 people per space.

9. Personal fundraising is not allowed. This is a Badger Mountain Elementary School fundraiser only and permission must be granted by the Bazaar Chairperson prior to the Registration deadline for groups who wish to reserve space. We reserve the right to deny any group based on our discretion.

10. All vendors selling food items must have a Health Food Permit and Food Handler Card. These need to be shown at check-in time and available at your booth at all times. In addition, all food items must be prepackaged. If you are offering samples, you must have a food handler card. Per Health Department policies, vendors are not allowed to bake items at home for resale and if you are caught selling homemade food, we will remove those items from your booth and you may be fined.

11. Vendors are not allowed to enter/re-enter through outside classroom doors during the Bazaar. All doors must be kept closed during Bazaar hours.

12. Smoking is not allowed on school grounds.

13. All communications will be with the “Registered Vendor” (the name of the person on the Registration Form) only. Registered Vendors sharing a booth space are required to share all Bazaar information with helpers working in their booth.

14. Vendors will park in designated areas only (on side streets or behind the school) and will display their parking permits in their vehicle windshield. Parking in fire lanes is illegal and may subject your vehicles to citation and/or towing. Do not drive or park on grass or other unpaved surface.

These policies and procedures apply to all vendors and are designed to benefit vendors fairly and equally in an effort to improve the Bazaar vendor experience as well as to make clear what is expected from vendors participating in this event. By signing your Registration Form, you are fully responsible for following these policies and procedures.

Vendors failing to adhere to these policies and procedures may be asked to leave the Bazaar and will lose priority for future Badger Mtn. Elementary School Holiday Bazaars.

Please feel free to discuss any questions or concerns with the Bazaar Chairperson.