



Southridge Music Boosters

# Spring Bazaar

Saturday, April 29<sup>th</sup>, 2023  
9:00am to 4:00pm  
Southridge High School  
3520 Southridge Blvd, Kennewick, WA

Dear Vendor!

It's that time of year to plan for the Spring Bazaar sponsored by the Southridge Music Boosters. This event supports the Southridge High School music program and our students, and since it's been a success, we're doing it again! Please see the Vendor Application form that provides the booth rates. Additionally, all Vendor's are required to donate an item for our raffle baskets. Admission prices are charged for this Bazaar since it is a Fund Raiser for the Southridge Music Department. Entry price for the public is set at \$2.00, and children under 5 are free. However, each paying person entering receives a raffle ticket at the door worth the value of \$1.00. The Spring Bazaar is held in the Southridge High School cafeteria and halls. Items to be sold are limited to family friendly hand-crafted items, fine arts, and home-based businesses. Please remember that this is being held on school property so some items are prohibited. We will be advertising in a number of places, using multiple media types (print, internet, etc.). Hopefully, this will bring a good variety of vendors, as well as a good 'audience' for your wares. There will be students and adults available to help with vendor load-in and load-out, as well as runners and helpers to cover vendor breaks. We will have an adult supervisor in the parking lot during unloading/loading for security. If there is anything you need during the day, please ask a Music Booster volunteer, and we will do our best to accommodate you. Please read our Vendor Agreement and Application form carefully, the information will help make this an enjoyable event for everyone. We appreciate your support, and happy selling!



Southridge Music Boosters

# Spring Bazaar Vendor Agreement

- Open registration begins on March 1, 2023.
- Application deadline is April 15, 2023. If space allows, late reservations will be acceptable with an additional \$10.00 late fee.
- Refunds for cancellations will only be given if requested in writing prior to April 15, 2023, and will be subject to a 25% administration fee. No refunds will be given on or after April 22nd.
- Items sold are limited to family friendly hand-crafted items, fine arts, and home-based (direct sales) businesses. This event is on school property and some items are prohibited (i.e. alcohol, weapons).
- Only one type of home-based (direct sales) business is permitted. Also, numbers of 'same type' craft booths are limited to avoid too much duplication.
- Items for raffle must be handed at check-in the morning of the event. Admittance into the cafeteria will NOT be allowed until your donation is received. This allows the raffle to be ready when the doors open! Please complete the attached form and provide it with your item at check in! Thank you for your assistance in ensuring that we are ready for our early bazaar patrons.
- Applications will be processed in the order in which they arrive. The Bazaar Committee will have final say in placement of ALL booths and tables. Special requests will be considered, and fulfilled, if possible.
- No registration will be confirmed until payment is received, in full, along with a completed application form.
- We do not guarantee a specific location from one year to another. There are many factors involved in the layout in an event of this type, and many requests to meet. Booth assignments will be given at check-in. No assignment information will be provided prior to check-in.
- Confirmation emails will be sent, along with fliers to use for advertising your participation. If you do not receive one, please call. We may not have received your paperwork, or your email address could not be read correctly.
- Registration may be confirmed by contacting Mokie Herres, or emailing southridgesunsmusic@gmail.
- Vendors may not resell, reassign, or otherwise transfer their booth, or any part of their booth, to another vendor unless approved in writing by the Bazaar Committee.
- Vendors must supply ALL tables, backdrops, electrical cords etc., needed for the booth. *\*Exception: we will have a limited supply of 6ft tables for rent. These must be reserved prior to April 22nd. These are the only tables offered.*
- Two chairs will be provided for each booth. Chairs may not be moved from any other area or booth.
- Electricity is available in a very **limited** number of booths, and must be prepaid. Vendors will need to bring your own cords and APPROVED 3m blue painter 's tape. All exposed cords must be taped down to prevent tripping accidents.
- All merchandise, display stands etc. must be kept within the confines of your booth space. Walkways and other booths may not be blocked.
- Please keep your booth and surrounding area clean during the event, and trash picked up as part of your booth tear-down.
- Check-in begins at 7:00am on Saturday morning. All vendors must be on site by 8:00am. Set-up must be completed by 8:45am as the doors open at 9:00am.
- Vehicles may be unloaded in front of the cafeteria and then moved to the far end of the parking area (the main lot in front of the school). The spaces closest to the cafeteria are to be left for customer parking.
- The event closes at 4:00pm, and tear down is to begin immediately. **NO EARLY TEAR DOWN.**
- All vendors must be out of the cafeteria **no later than 6:00pm.**
- **Please be pleasant with all our volunteers and especially the kids! We are all volunteers here to help you.** We reserve the right to deny participation to participants that neglects their responsibilities in any way, in regards to safety, conduct, or if they detract from the benefit or enjoyment of participants, or detract from the program itself.
- Future participation will be jeopardized if these rules are not followed.



# Spring Bazaar

Saturday, April 29, 2023

9:00am to 4:00pm

## Vendor Application

### Vendor Information

Vendor Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Contact Phone \_\_\_\_\_

Email Address \*required for confirmation emails – no other confirmation will be sent

### Description of Product

Please describe the items you will be selling. Space is limited and in an attempt to provide variety, we will avoid duplication as much as possible. We will also only allow one of each type of home based (direct sales) business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did you hear about our Bazaar? (please be specific):

\_\_\_\_\_

### Display Needs/Special Requests

I am using a Sidewall Y / N Backdrop Y / N

If yes, are they freestanding? Y / N

Sidewalls and/or backdrops may not be attached to the walls or windows, or block other vendors.

Special Requests (are you allergic to scents, do you need a corner booth):

\_\_\_\_\_

Special requests will be considered, and fulfilled if possible.

### Contact Information

Southridge Music Boosters Spring Bazaar  
c/o Mokie Herres  
2398 W. 49th Ave  
Kennewick, WA 99337  
southridgesunsmusic@gmail.com  
(509) 366-2962

### Vendor Fees

#### Crafter

8' X 6' \$45.00 each X # of booths \_\_\_\_\_ = \$ \_\_\_\_\_

#### Business

8' X 6' \$55.00 each X # of booths \_\_\_\_\_ = \$ \_\_\_\_\_

#### Additional Items

6ft table (limited) \$10.00 (not available after 4/21/23) \$ \_\_\_\_\_

Electrical (limited) \$ 5.00 \$ \_\_\_\_\_

Vendor lunch (limited) \$ 8.00 each X quantity: \$ \_\_\_\_\_

Soup # \_\_\_\_\_ Sandwich & chips # \_\_\_\_\_

Late Application fee \$10.00 (if postmarked after 4/15/23) \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Make checks payable to: SHS Boosters

Application deadline: April 15, 2023

**Raffle item must be turned in AT check-in**

\*If you rent a booth with electricity you must provide your own electrical cord and tape (blue painters tape only), and tape down all cords.

Spaces are first paid, first reserved,  
and are not held awaiting payment.

### Terms and Agreements

I have read and agree to the terms of the Application Form and policies, and understand every attempt will be made to honor my requests. However, I will abide by the final decision of the Bazaar Committee. I will share all policies with all persons sharing or helping me with my booth.

I also agree to hold Southridge Music Boosters and its' officers and volunteers, Southridge High School and its' staff, and the Kennewick School District, harmless in the case of accidental injury or loss to me, any persons with me, or any merchandise or personal property in my control.

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

### Did you remember to...?

Sign the application form

Enclose your check made payable to SHS Boosters

Make a copy of the paperwork for your records (this is your receipt)

Pick out your raffle donation item

Mark the date on your calendar

Let your customers know where you'll be!