

*Snowflake*  
*Holiday Bazaar*  
**2016 VENDOR APPLICATION**  
(Please type or print)

Show Dates: **SATURDAY, NOVEMBER 5, 2016 – 9:00 am – 5:00 pm**  
**SUNDAY, NOVEMBER 6, 2016 – Noon – 5:00 pm**

Application Due Date: **JULY 31, 2016**

Acceptance Notification Date: **AUGUST 15, 2016**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Merchandise Category and Description (please provide a percentage amount and description of your merchandise below):

Apparel \_\_\_\_\_ Food \_\_\_\_\_ Gifts \_\_\_\_\_ Hobbies \_\_\_\_\_ Home Accessories \_\_\_\_\_ Jewelry \_\_\_\_\_

Description of merchandise with percentages (i.e. for Apparel – 40% women’s dresses, and 60% accessories)

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

Price range of merchandise: \$ \_\_\_\_\_

Were you a Snowflake Vendor in 2015? \_\_\_\_\_ YES \_\_\_\_\_ NO Year(s): \_\_\_\_\_

If yes, do you prefer the same location?: \_\_\_\_\_  
(WE WILL TRY TO ACCOMDATE YOU)

***We ask that ALL Vendors make a merchandise or gift certificate donation for a Raffle benefitting the Plano West Band Boosters. Donations will be collected at Vendor Check-in on Friday evening, November 4, 2016.***

**Booth Space and Equipment Requests:**

Single Booth	10'w x 8'd	\$200	\$ _____
Double Booth	20'w x 8'd	\$400	\$ _____
Triple Booth	30'w x 8'd	\$570	\$ _____
Outside: Along Parker Rd (Yard/Outdoor Art)		\$150	\$ _____
Electrical boxes (only available in certain exhibit areas)			
	# _____	\$25/double plug box	\$ _____
Tables (limited number available)			
6' Rectangle	# _____	\$15 each	\$ _____
Chairs	# _____	(No Charge)	

**Total Booth and Equipment Due:** \$ \_\_\_\_\_ \*\*

**\*\*Payment must be made by check or money order, payable to Plano West Band Boosters**

**NOTE: All Applications MUST include:**

- Completed and Signed Vendor Application
- Check or money order for Total Due (payable to “Plano West Band Boosters”)
- At least two (2) photographs of the merchandise you plan to sell at the Bazaar
- Signed Release of Claims

***The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Terms and Conditions, (b) acknowledges its agreement to all the provisions of the Vendor Terms and Conditions, and (c) agrees that, if the undersigned Applicant is selected as a vendor in the 2016 Snowflake Holiday Bazaar, Applicant’s business name, website, information, likenesses and images may be used in event-related publicity and materials.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2016

Check here if you would like to be placed on a wait list if not selected for this year’s Snowflake Bazaar

**Mail your Application, Payment, Photographs and Signed Release to:  
Plano West Senior High School  
c/o Band Boosters – SnowFlake Bazaar  
5601 W Parker Rd  
Plano, TX 75093**

**\*\*\*ALL CORRESPONDENCE WILL BE DONE BY E-MAIL UNLESS OTHERWISE NOTIFIED**

**Email: [snowflake@planowestband.org](mailto:snowflake@planowestband.org)**

**Phone:**

**Band Website: [www.planowestband.org](http://www.planowestband.org)**

**Facebook: Snowflake Holiday Bazaar – Plano West Band**

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**RELEASE OF CLAIMS**

Vendor hereby waives and releases the Plano West Band Boosters and Plano West Senior High School from and against all claims, demands, liabilities, causes of action, suits, judgments, damages and expenses (including reasonable attorneys' fees) arising from injury to any person or damage to or theft, destruction, loss, or loss of any property or inconvenience to Vendor, or Vendor's employees, agents and contractors, and arising from attendance at the Snowflake Holiday Bazaar, for whatever reason other than the intentional misconduct of the Plano West Band Booster Club. Furthermore, Vendor shall indemnify, defend and hold the Plano West Band Booster Club and Plano West Senior High School harmless from any claims brought against either or both of them hereby waived and released.

Vendor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLANO WEST SENIOR HIGH SCHOOL  
BAND BOOSTER CLUB  
2016 SNOWFLAKE HOLIDAY BAZAAR**

# *Snowflake Holiday Bazaar*

Saturday, November 5<sup>th</sup>, 9 am to 5 pm  
Sunday, November 6<sup>th</sup>, 12 pm to 5 pm

## **VENDOR TERMS AND CONDITIONS**

PLEASE NOTE: THE FOLLOWING TERMS AND CONDITIONS ARE AN INTEGRAL PART OF THE CONTRACT BY WHICH YOU WILL BE BOUND IN THE EVENT YOUR APPLICATION IS APPROVED. PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY. WE WILL BE GLAD TO ANSWER ANY QUESTIONS.

### **A. GENERAL**

1. **Application Process** – Each proposed vendor (an “Applicant”) must submit a Vendor Application for consideration by the 2016 Snowflake Holiday Bazaar Selection Committee (the “Selection Committee”). Only Applicants approved by the Selection Committee will be permitted to participate as vendors in the Snowflake Holiday Bazaar. In order for an Applicant to be considered by the Selection Committee, the following must be received **NO LATER THAN July 31, 2016**.

- a. Completed and Signed Vendor Application
- b. Check or money order for the Total Due (payable to “Plano West Band Boosters”)
- c. At least two (2) photographs of merchandise the Applicant plans to sell at the Bazaar. Please include a photo of your booth display if available. Samples and other marketing information about the Applicant’s products and/or the vendor information statement may be included with the Vendor Application to help in the selection process. Photos, samples or other materials will not be returned unless a stamped self-addressed envelope is included with the Vendor Application.
- d. Signed Release of Claims

2. **Selection Process** – Vendor space is limited in each merchandise category to ensure a variety for our customers and allow our Vendors to maximize profits. For this reason, the Snowflake Holiday Bazaar Vendors will be selected based on the uniqueness, quality and variety of merchandise of the Applicant. Past participation, including the attitude towards the Plano West Band Boosters and Band Members will also be taken into consideration. The Selection Committee and the Plano West Band Boosters Club retain the sole discretion to choose Vendors for participation in the 2016 Snowflake Holiday Bazaar.

3. **Wait List** – A wait list will be established for Applicants not selected. If an Applicant chooses to be placed on the wait list, the Applicant may be selected as a Vendor at the discretion of the Selection Committee if space becomes available prior to the 2016 Snowflake Bazaar.

4. **Notification Date** – Those Applicants selected by the Selection Committee will be notified of their acceptance as vendors no later than August 15, 2016. No Vendor may assign its acceptance as a vendor in the Bazaar. All correspondence will be made via email unless otherwise notified.

5. **Fees** – All fees are due at the time of submission of the Vendor Application. Fees for those Applicants selected and who paid via check, will be deposited seven (7) days after the notification date. Applicants not selected as Vendors will get promptly refunded dependent on the original form or payment (via check, credit to their account or their own check).

6. **Cancellations** – Fees (less 25% of the booth fee) will be refunded if written notice (mail, email or fax) from the Vendor is received by September 1, 2016. **No refunds will be made to Vendors who cancel after September 1, 2016.**

### **B. BAZAAR SPECIFICS**

1. **Sales** – All proceeds of a Vendor’s sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and holding the Plano West Band Boosters and the 2016 Snowflake Holiday Bazaar harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law.

**Vendor Health Permits** – Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by the City of Plano, Texas, Environmental Health Department. Vendors will be required to display a current Health Permit issued by the City of Plano. **Please contact the Plano Health Department, 1520 Avenue K, Suite 210, Plano Texas, 75074 or phone 972-941-7143.**

## 2. Vendor Activities and Operations

- Each Vendor shall operate its business during the 2016 Snowflake Holiday Bazaar in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and the safety and welfare of the patrons, invitees, and guests of the Plano West Band Boosters and the Plano Independent School District.
- Each Vendor is responsible for delivery, assembly, maintenance, disassembly and removal of all its property including without limitation: booth set-up, booth tear-down and booth clean-up. Each vendor shall operate its business during **ALL** hours of the 2016 Snowflake Holiday Bazaar unless given specific written permission by the Selection Committee. Each Vendor must vacate the premises by 7:00 PM local time on Sunday, November 6<sup>th</sup>, 2016.
- Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. The Plano West Band Booster Club shall have the right to require any Vendor to remove merchandise not identified in the Vendor's Vendor Application.
- Electrical outlets will only be available for a fee to Vendors who have requested them on their Vendor Application. Be aware that there are a limited number of available electrical outlets due to the construction of the building.
- Vendors shall be provided tables for a fee and chairs as requested on the Vendor Application upon the Vendor's arrival for booth set-up. The number of tables available is limited.
- Specific times will be provided for Vendor booth set-up on Friday evening and Saturday morning several weeks prior to the Bazaar. **\*\*\*BY E-MAIL UNLESS OTHERWISE REQUESTED\*\*\***
- The 2016 Snowflake Holiday Bazaar shall provide security on Friday and Saturday nights following closing of the building, however each Vendor shall at all times be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory and money. No insurance of any kind will be furnished for the Vendor.
- Each Vendor agrees to hold the Plano Independent School District, Plano West Senior High School, the Plano West Band Booster Club and its members and volunteers harmless from any and all liability to persons or property, including without limitation, all losses, damages, liabilities, fines, penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of or resulting from any theft, personal injury, property damage, infringement of any patent, copyright, trademark or trade secret right, or other intellectual property right, private right, or any other proprietary of personal interest, and related by circumstances to the Vendor's participation in the 2016 Snowflake Holiday Bazaar.

## C. MISCELLANEOUS PROVISIONS

1. Neither Vendor, on the one hand, nor the Plano West Band Boosters, 2016 Snowflake Holiday Bazaar, Plano West Senior High School and Plano Independent School District, or any one of them, on the other hand, shall constitute an agent, joint venturer or partner of the other.
2. The agreement between the Vendor and the Plano West Band Boosters shall be construed and governed by the laws of the State of Texas.

## D. ACCEPTANCE

1. Applicant's signature on the Vendor Application form shall constitute acceptance of all terms and conditions described herein.

Email: [snowflake@planowestband.org](mailto:snowflake@planowestband.org)

Band Website: [www.planowestband.org](http://www.planowestband.org)

Facebook: Snowflake Holiday Bazaar – Plano West Band

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**2016 VENDOR APPLICATION CHECKLIST**

***DON'T FORGET TO SUBMIT THE FOLLOWING:***

- 2016 Vendor Application
- Check or Money Order Payable to: **Plano West Band Boosters**
- Photographs of Merchandise and Booth Display
- Signed Release of Claims

**Mail your Application, Payment, Photographs and Signed Release to:**

Plano West Senior High School  
c/o Band Boosters (Snowflake Bazaar)  
5601 W Parker Rd  
Plano, TX 75093

**Contact Information:**

Email: [snowflake@planowestband.org](mailto:snowflake@planowestband.org)

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