

1<sup>st</sup> Annual Cowpens Middle School Holiday Fair

Saturday, December 1, 2018

Vendor Application

Vendor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Type of Item/Brand for Sale: \_\_\_\_\_

DUPLICATION OF CRAFT VENDORS WILL BE LIMITED

Spots will be issued on a first come first served basis

Registration Deadline is November 2, 2018

Registration Fee: \$30.00

Please circle:

- Do you need a table?    Yes    No    If no, you will be required to supply your own
- Do you need electricity?    Yes    No  
If yes, please specify what type of equipment you will bring that requires electricity:

\_\_\_\_\_

As an authorized representative of the vendor listed above, I have read, understand, and agree to abide by the attached guidelines. I further agree to hold harmless Cowpens Middle School and Spartanburg District Three agents, employees, and volunteers of any liability or wrongful act with regard to the CMS Holiday Fair.

**I HAVE READ AND AGREE TO ALL CONDITIONS STATED IN THIS TWO PAGE DOCUMENT.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed registration form along with cash, check or money order made payable to:

**Cowpens Middle School, 150 Foster Street, Cowpens, SC 29330**

You may also drop off your registration form and money to the front office of the school.

For more information please contact: 864-279-6400

Or email: [gcarter@spartanburg3.org](mailto:gcarter@spartanburg3.org) or [djett@spartanburg3.org](mailto:djett@spartanburg3.org) or [cblackwell@spartanburg3.org](mailto:cblackwell@spartanburg3.org)

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## VENDOR CONDITIONS

The CMS Holiday Fair will be held in the gym at Cowpens Middle School. Vendors are invited to participate by having a booth to showcase their items. All vendors will be accepted on a first come, first served basis and assigned a space at the discretion of the CMS Holiday Fair Committee.

### ALL VENDORS MUST READ THE FOLLOWING REGULATIONS BEFORE SUBMITTING AN APPLICATION:

1. Absolutely no alcoholic beverages will be allowed.
2. Restrooms will be provided.
3. The CMS Holiday Fair will be open from 9:00AM- 1:00PM.
4. Set-up time will be from 7:00AM -9:00AM the day of the Holiday Fair. A representative will be available at 7:00AM.
5. Vendors are responsible for setting up and breaking down their own booth. Tables will be available upon request.
6. Vendors must have their space cleared, packed up, cleaned, and vacated by 2:00PM. Vendor is responsible for leaving the area in the condition they found it.
7. Records, change and receipts will be the sole responsibility of the vendor.
8. Vendor area is to remain free of debris and trash. Boxes must be kept out of sight.
9. Space assignments are considered on a first come, first served basis according to the date registration is completed and payment is received.
10. The CMS Holiday Fair Committee reserved the right to limit the number of vendors and the number of vendors selling duplicate items.
11. This is an open market for the commerce of small businesses and individuals – **NO FLEA MARKET ITEMS.**
12. False representation by vendors will result in removal without refund. Only items listed on your registration will be allowed for sale.
13. **Deadline to register is November 2, 2018. After this date there will be a \$10.00 late fee for all vendors.**
14. Applications are accepted on a first come, first served basis.
15. The CMS Holiday Fair Committee will notify you concerning additional set-up and vendor guidelines before the date of the shop.

**I HAVE READ AND AGREE TO ALL GUIDELINES LISTED ABOVE.**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Gift Card Fundraiser Option

Please mark yes if you are willing to donate a \$ 10- \$30 gift card(s) for shoppers to use at your booth the day of our Holiday Fair. We will be “selling” these gift cards for \$10 each to go towards our fundraising goal for our students. Please plan to bring the gift card at check-in.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If yes, how many? \_\_\_\_\_

