

# Bennett Park & Recreation District

## 6th Annual Small Business Saturday Vendor Fair

<b>WHEN</b>	Saturday November 26th from 9am-2pm
<b>SPACE FEE</b>	<p>\$40 per 8x8 booth for registration before October 29</p> <p>\$50 per 8x8 booth for registration between October 31 &amp; November 12</p> <p><b>Vendors of all kinds are welcome to register.</b> We will make every possible effort not to place two like crafters/vendors next to one another.</p>
<b>CANCELLATION POLICY</b>	Upon completing the registration form and remitting payment there will not be any refunds for cancellations. A “no show” on the day of the event will not receive a refund. If fair is cancelled due to weather or other factors you will not receive a refund.
<b>SET-UP, SPECIAL ACCOMMODATIONS</b>	<p>-Space is limited! All spaces are reserved on a first come, first serve basis upon receipt of completed registration form and full payment.</p> <p>-Vendors may set up on Friday evening (the night before the event) from 4-6pm or as early as 7am the day of the event. BPRD is closed to the public on Friday and will only be open for vendors to come and set up their booths. BPRD is not responsible for theft or damage to products.</p> <p>-No trash, boxes, or debris are to be visible to the customers.</p> <p>-Vendors are responsible for collecting and remitting their own sales tax.</p> <p>-All vendor displays must be within the allotted space purchased.</p> <p>-Please note that we try our best to accommodate any special needs (like needing electricity, being on the outside wall) but none are guaranteed.</p>
<b>TEAR DOWN</b>	<p>-Please keep your booth up and running until <b>2pm</b>. Under no circumstances can vendors tear down and leave early. If you cannot make this commitment please do not sign up.</p> <p>-All vendors are responsible for completely cleaning up after the event and must leave their space spotless. Leaving trash or a mess will result in not being welcomed back in the future. Any damage to the building will be the vendor’s responsibility to repair and/or pay for the repairs.</p>
<b>SILENT AUCTION</b>	Bennett Park & Rec is having a silent auction on this day and it is HIGHLY encouraged that all vendors make a donation to the auction, showcasing one of their unique items.
<b>PARKING</b>	<p><b>-YOU ARE REQUIRED TO BE COMPLETELY SET UP BY 9AM THE DAY OF THE EVENT. ALL VENDORS MUST PARK IN THE TOB OR DMV PARKING LOT OR YOUR VEHICLE WILL BE TOWED.</b></p> <p>-No vendors can park in the main parking lot as this is reserved for our customers.</p>

THIS PAGE IS FOR YOU, THE VENDOR TO KEEP. PLEASE FILL OUT PAGE 2 AND TURN IT IN TO COMPLETE REGISTRATION.



**FOR OFFICE USE ONLY**

Employee: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

**SMALL BUSSINESS SATURDAY  
VENDOR REGISTRATION FORM**

Please fill out this form completely and submit to the Bennett Rec with full payment to make your reservation. **Please print legibly.**

First Name	Last Name
Cell Phone	Email Address
Mailing Address	City, State, Zip
Business Name	Website
Description of Business	
Booths needed @\$40 each	Total Registration cost: \$
Special Accommodation Requests (please note that we will try to make these accommodations but nothing is guaranteed)	
**Please note that no tables and chairs will be available to rent and all vendors are responsible for providing their own tables and chairs**	

**ASSUMPTION OF RISK WAIVER**

I recognize and acknowledge that there is a possibility of certain risks and/or physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages loss or theft to items, regardless of severity, that I may sustain as a result of said participation. I further agree to waive and relinquish all claims I may have (or accrue ) as a result of participating in these programs/activities against the Bennett Park and Recreation District including its officials, agents, volunteers and employees. I do hereby fully release and forever discharge the Bennett Park and Recreation District from any and all claims for injuries, damages, theft, or loss that I may have or may accrue to me and arising out of, connected with, or in any way associated with these programs or activities. I have read and fully understand the above important information, warning of risk, assumption of risk waiver and release of all claims.

**By signing this form I am acknowledging that I have read and agree to the requirements of this event (located on page 1 of registration form) and agree that I will abide by the rules set forth by Bennett Park and Recreation District; including but not limited to not receiving a refund for cancellations, set up and tear down requirements, parking requirements, and responsibility for cleanliness and possible damages to the building.**

**PARTICIPATION WILL BE DENIED If signature and date are not completed below.**

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date