

The Mansfield High School Senior Class
2017 PUMPKIN BASH
VENDOR GUIDELINES

When: Saturday, November 11, 2017 from 11am – 5pm

Location: Mansfield High School: 3001 E. Broad Street, Mansfield

Hours

Setup: 8:30am -10:30am

Open to Public: 11am-5pm

Breakdown: 5-7pm

Application Process: Only Applicants that have submitted an application and have been accepted as vendors will be permitted to participate as vendors in the Market. Submission of an application does not guarantee acceptance, nor does previous participation in a Mansfield High School event. Each proposed vendor must submit a completed Vendor Application for MHS Pumpkin Bash. Applications are available online and must be received no later than November 1, 2017. Applications can be found online using the QR code provided. There will be a **MAXIMUM OF ONE** vendor per product brand accepted on a first-come, first-served basis (i.e., only one Scentsy vendor will be allowed). A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as a vendor in the Pumpkin Bash, should a spot become available.



Fees: Vendors will be provided with two parking spaces in the front parking lot of Mansfield High School to set up their booth. The fee for both parking spots is \$50 (total). All fees of accepted vendors will be due by November 1, 2017 by 4pm. Payment is NOT due with submission of an application. Accepted vendors will be able to make payment in person or by mail to Mansfield High School. When turning in payment, please provide your information so that payment matches your application. Payments will be accepted in cash or check only. If writing a check, please make it payable to "Mansfield High School" and be sure to have the phone number of the person writing the check (either printed or written in).

Silent Raffle: Each vendor is asked to donate an item for our Silent Raffle. The item must have a minimum value of at least \$15 and be no more than \$50. Donated items must be dropped off at time of check-in. Guests will be able to purchase tickets to put towards items of their choice for a chance to win the item. Proceeds will benefit MHS Senior Class of 2018.

Booth Assignments / Set-up: Booth set-up time will begin at 8:30am and completed by 10:30am. When you arrive, stop by the info booth at the front doors of MHS to receive your vendor packet and drop off your donated item for the Silent Raffle. You can park in front of your booth space and unload, but your vehicle must be moved by 10:00am to clear the parking lot. Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition. If additional space is needed (beyond two parking spaces), please contact event coordinator.

Food Trucks: All food trucks are required to provide their own electricity (i.e. a generator). Food trucks may not serve beverages, hot dogs, or hamburgers, as the senior class plans to serve those as their own fundraiser. Please come with all necessary supplies to run your truck. Mansfield High School will not provide plates, napkins, pans, etc. for your use.

Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.

Booth Guidelines: Each vendor shall operate its business during MHS Pumpkin Bash in a good and workmanlike manner, complying with applicable rules and regulations as they ensure the safety and welfare of the patrons, invitees, and guests of MHS and the City of Mansfield. Each vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during ALL hours of MHS Pumpkin Bash unless given specific permission by the event coordinator. Each vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. MHS Senior Class Representatives reserve the right to refuse any display or items sold deemed inappropriate. The staff decision is final. Each vendor shall, at all times, be 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. Neither MHS nor the Senior Class will be able to make change. 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 hold the Mansfield High School or MHS Senior Class harmless from any failure by the vendor to collect and remit such taxes in accordance with applicable law. Mansfield High School does not guarantee sales at MHS Pumpkin Bash.

Clean-up: No vendor may break down before 5pm. Each vendor must vacate the premises by 7pm. Booth area must be left clean. Trash must be left in receptacles or carried out.

Cancellations: If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible. No refunds will be made after payment has been received. If you cannot make it on the day of MHS Pumpkin Bash, e-mail ConstanceJune@misdmail.org as early as possible (no refunds will be issued). MHS Pumpkin Bash will go on rain or shine. In the case of inclement weather, outdoor vendors will be moved to one of our indoor vendor rooms. No refunds will be issued due to weather.

Parking: We will have designated vendor parking. If accepted, vendors will be notified of where to park.

Miscellaneous Marketing: MHS Senior Class will be advertising MHS Pumpkin Bash on Facebook pages associated with MHS, on other social media sites, at local businesses, and DFW Craft Fairs. Vendors are encouraged to market and promote their business and events via social media, as well as through customers and word-of-mouth to contribute to the overall success of the event.

Assistance/Breaks: If you need assistance at any time during MHS Pumpkin Bash, please let one of our staff know. Staff is able to watch your booth for a few minutes if you need to use the restroom or purchase food.

Please keep the Vendor Guidelines for future reference and for your records.

Thank you for supporting the Mansfield High School Class of 2018!