



Bay County 4-H Bazaar

Vendor Contract Agreement

Thank you for your interest in participating in the Bay County 4-H 2011 Bazaar. Proceeds from table rent for this event will be directed to the Bay County 4-H Advisory Council and will directly benefit the Bay County 4-H Youth Program. This event will be open to the entire community.

Dates and Times:

The Bay County 4-H Bazaar will be held on Saturday, November 12, 2011, from 10:00 a.m. until 4:00 p.m. at the Bay County Community Center, 800 John F. Kennedy Drive, Bay City, MI 48706. Vendors may begin checking in and setting up on the day of the Bazaar starting at 7:30 a.m. Vendors must be set up with tables manned by 9:45 a.m. Vendors may not start to break down their tables until 4:00 p.m.

Vendor Information:

- The cost to reserve one (1) table that is eight (8) feet in length is \$10.00 for 4-H members and leaders, and \$15 for the community.
- If you bring your own table, you will still be charged according to the pricing above.
- Vendors may bring their own display racks. Keep in mind that rental of only one table will only allow you space for one 8 ft table. If additional room is needed you must pay for additional tables. If a vendor reserves one table they may not bring additional tables or they will be charged \$10.00 per table.
- All vendors are responsible to set up and break down their own tables.
- Space will be assigned in advance of the Bazaar based on the order in which the signed contracts and payments are received. An effort will be made to separate vendors selling similar products. All assigned areas are final. Changes will only be considered by MSU Extension-Bay County staff/ 4-H Advisory Council officers.
- Vendors are responsible for setting up and breaking down their own areas. Vendors are also responsible to provide their own dollies/carts.
- Vendors are responsible for their own cash box and receipts.
- After unloading merchandise, vendors are to move their vehicles away from the building to accommodate for customer parking.

Deadlines and Payment Information:

Contracts must be signed and returned, along with payment in full, no later than November 1, 2011. Please make checks payable to Bay County 4-H Advisory Council and mail to MSU Extension - Bay County, 515 Center Avenue, Bay City, MI 48708. Reservations will be confirmed by email. ****Please note: Fees are non-refundable.**

Contacts:

If you have any questions or need additional information, please contact MSU Extension - Bay County at (989) 895-4026 or Jodi Schulz at schulzj@baycounty.net or Jodi Wrzesinski at wrzesinskij@baycounty.net



Bay County 4-H Bazaar

Vendor Registration Application

Saturday, November 12, 2011 ~ 10:00 a.m. until 4:00 p.m.
Bay County Community Center
800 John F. Kennedy Drive, Bay City, MI 48706

Deadline to submit application: November 1, 2011

Please print clearly

_____		_____	
Name	Phone		
_____		_____	
Address	City	State	Zip
_____		_____	
Email Address	Business Name		

I am a: Crafter Direct Sales Distributor Organization

Please provide a brief description of what you will be selling:

Do you need an electrical outlet (4-H does NOT guarantees this request): Yes No

I am a 4-H member/ leader and need _____ number of tables at \$10.00 per table.

I am from the community and need _____ number of tables at \$15.00 per table.

Total Amount Remitted \$_____.

Please make checks payable to: **Bay County 4-H Advisory Council**

Signature _____ Date _____

Reservations will not be accepted without signature. Your signature indicates acceptance of the **Vendor Registration Agreement**.

Mail completed registration form with payment to :
MSU Extension - Bay County, 515 Center Avenue, Suite 301, Bay City, MI 48708

OFFICE USE ONLY: Receipt # _____ Initials _____

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