



## Terms and Conditions

November 17-18, 2023

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.

### **GENERAL**

- Event Hours – Our eleventh annual JPIIHS Christmas Bazaar will be held on Saturday, November 18, 2023 from 09:00 am to 4:00 pm.
- Application Process – Each proposed vendor (an “applicant”) must submit a Vendor Application for consideration by the 2023 JPIIHS Christmas Bazaar (the “Selection Committee”). Only applicants approved by the Selection Committee will be permitted to participate as vendors in the JPIIHS Christmas Bazaar. In order for an applicant to be considered by the Selection Committee, the following must be received NO LATER THAN September 1, 2023. Applications received after September 1, 2023 will be added to a waitlist.
- Completed Vendor Application submitted online.
- Payment for the non-refundable application fee, online via our website.
- Submit at least two (2) photographs of merchandise the applicant plans to sell at the JPIIHS Christmas Bazaar and one (1) photograph of your booth. Please include business name in the file names.
- Submitting Vendor Application online is the vendor's agreement to the Terms and Conditions.
- Submitting Vendor Application online is the vendor's agreement to Release of Claims.
- 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 JPIIHS Christmas Bazaar Vendors will be selected based on the uniqueness, quality, and variety of merchandise of the Applicant. Past participation, including the attitude towards the Cardinal Women’s Auxiliary and John Paul II High School will also be taken into consideration. The Selection Committee and the Cardinal Women’s Auxiliary retain the sole discretion to choose Vendors for participation in the 2023 JPIIHS

Christmas Bazaar. We encourage you to submit your application with appropriate materials as soon as possible, as the date of receipt could be a factor in your selection. If selected, you will receive an email with a link to submit full payment. Please note, due to rules in place by the Diocese of Dallas, at the time of the application process, we will be limited to the number of booths.

- Multi Level Marketing (MLM) – If selected, only one MLM marketer per company such as Scentsy, Stella & Dot etc., will be accepted. These applicants will be competing with all other non-MLM applicant vendors.
- Wait List – A wait list will be established for applicants not selected. If an applicant chooses to be placed on the waitlist, the applicant may be selected as a vendor at the discretion of the Selection Committee if space becomes available prior to the 2023 Christmas Bazaar.
- Notification Date – Those applicants selected by the Selection Committee will be notified of their acceptance on a rolling basis after the September 1, 2023 deadline. Acceptance as a vendor in the JPIIHS Christmas Bazaar, will be made via email unless otherwise notified. A final payment link will be included. If booth payment is not received within 7 days of the email notification, we will assume that you are no longer interested in becoming a vendor at the Bazaar and will move on to the next vendor on the waiting list.
- Fees – A non-refundable application fee is due at the time of submission of the Vendor Application online via the Bazaar website. Please note that if you are selected, the booth fee and any additional fees will be due as your final payment. All vendor applications and booth fees are non-refundable. If the event is rescheduled, all fees will be honored for the next event date.

#### **JPIIHS CHRISTMAS BAZAAR SPECIFICS**

- Check-In – Vendors must check-in before setting up their booth display on Friday, November 17th, from 6 pm – 9 pm. Check-In will be in the front parking lot (off of Plano Parkway) or inside at the front desk (due to weather), where the vendors will receive vendor information and set-up instructions. Please note there will be NO Student help. Vendors must provide their own carts for loading and unloading. Once you've unloaded your vehicle, please move it to the parking lot to give others the opportunity to unload. Exhibitors must vacate the building by 9:00 pm on Friday and by 6:00 pm on Saturday. Vendors may not enter the building before 7:00 am on Saturday. Please take these time frames into consideration when planning to set up.
- Booth Size - Booth sizes are not guaranteed but most are 10'x10' but not all. Booths are offered as singles, doubles or triples. Vendors cannot share their booth space or display merchandise from any businesses not included in the Vendor Application without prior approval by the 2023 JPIIHS Christmas Bazaar Committee. Please inquire about shared booth spaces at [bazaar@johnpaulihs.org](mailto:bazaar@johnpaulihs.org). Failure to comply may result in the dismissal of both vendors.
- Equipment – Vendors are provided one chair for each booth. Vendors must bring their own tables, additional chairs, display items, etc. needed for their booth display. Equipment will not be available for rent. No decal, stickers, or permanent type of tape of any kind may be placed on any part of the school building or school property. Electrical outlets will only be available for an additional fee to vendors who have requested them on their Vendor Application. Be aware there are a limited number

of available electrical outlets and only available in certain locations due to the construction of the building. The acceptance selection email will confirm your electricity request.

- 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 Cardinal Women’s Auxiliary and the 2023 JPIIHS Christmas 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 or drink 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, visit <http://www.plano.gov/566/Environmental-Health-Permits>, or phone 972-941- 7143. Proof of applicable permit will be required prior to the event.
- Publicity - The 2023 Bazaar Committee is placing a large focus on varied mediums of advertising. We will have a significant social media presence and can also provide you with a copy of our flyer, posts etc. so you can distribute it to your customers via social media or electronically.

#### **VENDOR ACTIVITIES AND OPERATION**

- Conduct - Each vendor shall operate its business during the 2023 JPIIHS Christmas 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 Cardinal Women’s Auxiliary. Vendors must be set up and prepared to receive customers by 8:45am on Saturday, November 18th.
- Responsibility - Each vendor is responsible for delivery, assembly, maintenance, booth coverage, 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 2023 JPIIHS Christmas Bazaar unless given specific written permission by the Selection Committee. Each vendor must vacate the premises by 6:00 pm on Saturday, November 18th. By agreeing to the Terms and Conditions, you agree not to dismantle your booth and leave before 4 pm on Saturday, November 18th, and not to damage JPIIHS property or leave litter.
- Liability - Each vendor agrees to hold John Paul II High School , the Cardinal Women’s Auxiliary and its members and volunteers harmless from any and all liability to persons or property, including without limitation, all losses, damages, liability, fines, penalties, and expenses (including reasonable attorneys’ fees) to the extent arising out 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 propriety of personal interest, and related by circumstances to the Vendor’s participation in the 2023 JPIIHS Christmas Bazaar.

#### **MISCELLANEOUS PROVISIONS**

- Neither vendor, on the one hand, nor the Cardinal Women’s Auxiliary, 2023 JPIIHS Christmas Bazaar, John Paul II High School, or any one of them, on the other hand, shall constitute an agent, joint ventures or partner of the other.

- The agreement between the vendor and the Cardinal Women's Auxiliary shall be construed and governed by the laws of the State of Texas.

### **ACCEPTANCE**

- Applicant's submission of the Vendor Application and Final Booth Payment forms shall constitute acceptance of all terms and conditions described herein.
- Cancellation – Both the vendor application and final booth fees are non-refundable. If the event is rescheduled, all fees will be honored for the next event date.

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

If you have questions about the application process for the JPIIHS Christmas Bazaar, please do not hesitate to contact us at the following email address: [bazaar@johnpaulihs.org](mailto:bazaar@johnpaulihs.org) The official website for the JPIIHS Christmas Bazaar is [www.johnpaulihsbazaar.com](http://www.johnpaulihsbazaar.com).

Please submit all applications and payments via the online application on our website at [www.johnpaulihsbazaar.com](http://www.johnpaulihsbazaar.com). Photos may be emailed to [bazaar@johnpaulihs.org](mailto:bazaar@johnpaulihs.org)

The Vendor 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 Applicant is selected as a vendor in the 2023 JPIIHS Christmas Bazaar, Applicant's business name, website, information, likenesses and images may be used in event-related publicity and materials.

By submitting this application online, vendor is agreeing to the 2023 Terms & Conditions