

4th Annual
Mistletoe Market
 Brighten Academy

Name: _____

Business Name: _____

Daytime Phone #: _____

Email: _____

Website: _____

Check One : Friday 6pm-8pm SETUP _____

Saturday 7:30-8:30 SETUP _____

My booth requires an outlet.

What wonderful things are you bringing to the market? That way we can make sure there is separation between similar products.

1. _____
2. _____
3. _____

Please bring application along with your payment (\$40) to:
 Brighten Academy Charter School
 (5897 Prestley Mill Rd, Douglasville)
 Keena Kister (678-910-3201)
KEENAKISTER@GMAIL.COM

Make checks payable to: Brighten Academy PTO

Application is pending until the information below is completed by our office. Confirmed applications will be emailed promptly with the following information below. Application Deadline: November 25th.

DATE REC'D: _____

AMT. REC'D: _____

CHECK #: _____ CASH

Checks that are returned to the Market for insufficient funds will be charged \$30 fine.

BOOTH LOCATION: _____

VENDOR REQ. OUTLET

FUN HOLIDAY
SHOPPING

December 1 (9am-4pm)

December 2 (12pm-4pm)

TERMS AND CONDITIONS / MARKET RULES

BACS reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any exhibit or exhibitor which, in its judgment, is out of keeping with the character of the event. This includes signs and the placement of signage.

- **Electricity:** Please indicate that you will require an outlet for your booth. We will place the booths accordingly.
- **Location Requests:** We have a number of vendors returning to their past locations. The Market will try to accommodate every request (just put a note anywhere on your application). However, first come, first serve. Each booth space is 8X8. We also will look into any booth competitors and arrange your location to your advantage. We strongly advise that you not wait until the deadline November 25th, if you have a location request. The earlier you sign up the better the chances are that you'll get what you want.
- **What your booth includes:** We provide advertisement, one electrical outlet (if requested at time of application), and access to the school's WIFI. We encourage you to bring your own lighting and props, so that you can show your products to their best advantage and help create a holiday environment.
- **Vendor Setup & Market Hours:** Vendors may unload vehicles at designated locations and times. Please remove your vehicle from the entrance so others can unload and park in designated parking areas. Vehicles may be unloaded Friday from 6-8pm or Saturday from 7:30-8:30am. The Building will be locked and security will be provided Friday and Saturday nights. We recommend that you bring handcars or dollies since there will not be any unloading in the fire lanes. **Market hours:** 12/1: 9am-4pm & 12/2: 12pm-4pm. **YOU MUST BE ABLE TO PARTICPATE IN BOTH DAYS TO BE ACCEPTED FOR A VENDOR BOOTH.** Staffing your booth is

TERMS AND CONDITIONS /MARKET RULES cont.

- your responsibility. If you decide to leave before the event ends, you will need to leave with your booth in the condition it was before you arrived. There will be no refund whatsoever to anyone that leaves early.

- **Cancellations:** Please know that your application fee of \$20 is non-refundable. All cancellations must be made via email at: keenakister@gmail.com , so we can open that booth space and reserve it to another vendor.

- **UNACCEPTED VENDORS:** In the event Brighten Academy denies vendor application, BACS will refund the deposit and return to said vendor.

- **WIFI USAGE:** We have opened up our school's wifi for this event. If you will be accepting credit cards, you will need to connect to it, to ensure the best connection.

- **HOLD HARMLESS:** Vendors understand and agreed that they are fully responsible and hold harmless Brighten Academy and its employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Brighten Academy, or their own negligence.

- **A Few Prohibitions:** All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Fire Marshall requires that no electric lighting may be used on live trees. Lights are permitted on artificial greenery. No hay, straw or any other flammable props are allowed. No chairs or merchandise is allowed in the aisles. Non-compliance after notification by our staff will result in the immediate expulsion of said vendor, with no refund. Incense & candles cannot be lit at all. Canopies are fine unless you are cooking samples or warming items, in which case a fire extinguisher is required.