

BHS Band Arts and Crafts Fair – Vendor Agreement

Spring Fair - March 2, 2024 (9:00am – 3:00pm)

Thank you for your interest in the BHS Band Arts and Crafts Fair! Hosted on-site at Broomfield High School, the fair acts as a fundraising event for the Broomfield High School Band Program and its various performance ensembles. It is organized by the Broomfield Band Parents Association (BBPA), and is staffed by student, parent, and school staff volunteers.

Vendor Applications and Acceptance

To request your booth space, please complete our [online application form](#). The date and time that we receive your application will determine your priority as we review and approve vendors, apply discounts, assign booth spaces, and accommodate any add-ons or special requests (electricity, corners, etc.).

Applications must be received no later than **January 15, 2024**. All applications are subject to a review and approval process – this allows us to assign vendor booths while preventing vendors selling similar products from inadvertently being assigned booths next to one another [\[1\]](#).

As this event is a school fundraiser, we are unable to accept vendors who sell alcohol-related products, weapons (including stylized knives), or any other items deemed inappropriate for a “family-friendly” audience. All vendors will be required to select a product or service category, as well as submit 2-3 high quality photos with their application. The BBPA reserves the right to limit certain products or vendors, or to deny applications entirely.

If you are a Broomfield High School teacher looking to reserve a booth, please let us know in your application if you will be using the booth for school-related purposes or if you will be using the booth for a personal business.

Notification of vendor review and acceptance will be sent by email starting no later than **February 1, 2024**. Vendor acceptance and payment is required by **February 12, 2024** [\[2\]](#) to reserve your booth space.

Registration Fees and Invoice Payments

Once your application has been accepted, you’ll receive confirmation and an invoice for your registration fees. Fees may be paid by cash, check, credit card/ACH, or Venmo [\[3\]](#). Registration fees are non-refundable and non-transferrable [\[4\]](#).

- For cash and check payments:
 - Mail your payment to the BBPA (P.O. Box 951, Broomfield, CO 80038).
 - Please indicate your business or vendor name, along with a memo or note indicating “Craft Fair Registration” with your payment.
- Credit card/ACH payments can be made using our [Zeffy payment platform](#).
- Venmo payments can be sent to **@BBPA_treasury (Broomfield Band Treasurer)**



zeffy 



venmo

Vendor Guidelines

Please remember that this event is at our school and is considered a “family-friendly” event. School administration and BBPA representatives require all vendors, businesses, and items to follow these guidelines. If vendors, businesses, or items are deemed inappropriate on the day of the fair, you may be asked to pack up and leave.

Booth spaces may not be sublet. While we encourage all vendors to operate their own booth, special accommodations for booth sharing may be requested on your application but are not guaranteed.

Artists and Crafters (handmade items, woodworkers, painters, metalworkers, photographers, fabric arts, writers, etc.). All items must be made by the vendor; no resale or imported items will be allowed. This stipulation especially applies to participants selling jewelry – the jewelry you sell **MUST** be made by you, not purchased elsewhere. If you have questions about whether your items meet our requirements, please send an email to bbpa.craftfair.bhs@gmail.com for our review.

Business Consultants, Company Representatives, Direct Sales Merchants, and MLM’s (brand names such as Scentsy, Mary Kay, Younique, Pampered Chef, Young Living, doTERRA, etc.). As we are a school organization that is supported by the community, we will be giving top priority to small, independent, arts and crafts vendors. Any unfilled or remaining spaces will be offered on a first-come, first-served basis. As a note, most direct sales agents are subject to a non-compete clause, so we will only accept one vendor per brand, unless prior accommodations have been made through your brand. If you would like to submit an application but are unsure whether we already have a representative of your brand, please send an email to bbpa.craftfair.bhs@gmail.com to inquire.

To avoid any concerns or issues between vendors, if you’re considering using enclosed siding that could potentially block shopper’s views of neighboring booths, please send an email to bbpa.craftfair.bhs@gmail.com with a proposed diagram of your booth layout for approval; open framework or racks surrounding your booth are acceptable, and do not require any additional approvals.

No item in a booth or display may be physically attached to school property without authorization. Please check with a Broomfield Band volunteer if you need authorization.

Vendor door prizes, raffles, and concessions are not allowed. As this is a fundraising event for the Broomfield Band Program, we reserve the right to conduct our own onsite raffle, and will be running our own concessions.

Hallways, aisles, fire extinguishers, and fire exits must not be blocked by booths, exhibits, or vendor displays.

Booth Sizes and Add-Ons

We offer two booth sizes; 6’ x 8’ and 10’ x 10’. Both booth sizes are offered with electricity and/or corner/end space add-ons. Pricing for booth sizes and add-on options is listed below:

Booth Sizes	Price
6’ x 8’	\$55.00
10’ x 10’	\$65.00
Booth Add-Ons	Price
Electricity	\$10.00
Corner/End Space	No Charge/By Request

The fair will be held indoors at Broomfield High School. Vendor spaces will be located in the Eagle Gym, the Wilkerson Gym, and the Cafeteria, with booth spaces assigned after review. While we will make every effort to place vendors in a desired location, we cannot guarantee vendors a specific booth location or access to add-ons, as they are available on a first-come, first-served basis..

You must furnish your own booth space (frames, extension cords, power strips, tables, chairs, displays, etc.). The BHS Band Program **does not** provide any rental equipment for vendors during this event.

Vendor Arrival, Setup, and Tear-Down

Vendor setup will begin at 7:00am; participants should have their booths ready and open prior to 9:00am.

Vendor tear-down will begin at 3:00pm; all participants must be finished with loading and clean-up by 5:00pm.

We will attempt to have student volunteers available to help vendors with unloading and setup in the morning, and to help with tear-down and loading after the fair.

Vendor Tax Information

Vendors retain all profits from the sales of their products during the BHS Band Arts and Crafts Fair.

Each vendor is required to pay both the City and County of Broomfield and State of Colorado sales tax. The BBPA **will not** collect any sales tax during or after the event; we will submit a list of vendors to applicable agencies after the event's completion.

Sales Tax Breakdown	
City and County of Broomfield	4.15%
State of Colorado	4.00%
Total Sales Tax Due	8.15%

Guarantees, Permissions, and Legal Information

While we will run extensive advertising prior to the event, vendors recognize that their participation in the BHS Band Arts and Crafts Fair is not contingent upon any advertising, publicity, promotional considerations, or weather conditions. While attendance for similar events is usually excellent, we make no guarantee of the number of participants, attendees, or sales for individual vendors.

Vendors agree to allow representatives of the Broomfield Band Program and Broomfield High School to take photographs during the event, and give permission to use photos on websites and social media for promotion of future events.

If a vendor needs to cancel their participation in the event, a written notice must be provided to the BBPA at least 10 days before the event; we request this so we may notify any vendors who may be on the event waiting list. As a reminder, no refunds will be given for vendor cancellation, regardless of cancellation reason. Any booth space made available through a cancellation will be provided to wait-list vendors on a first come, first served basis.

Fire, liability, event cancellation, and theft insurance, if so desired, must be taken out by each vendor at their own expense.

The Vendor will indemnify and hold harmless the BHS Band Arts and Crafts Fair, the BBPA, Broomfield High School, and their respective agents, representatives, employees, and students from any and all claims, demands, or suits, asserted by any person, firm, corporation, or other entity, arising out of The Vendor's participation in the event, and to reimburse the BBPA and Broomfield High School for all reasonably incurred expenses including legal fees expended in defense of such claims.

All matters or questions not specifically covered by the preceding agreement shall be subject solely to the decision of the BBPA and its representatives. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

Helpful Tips and Information

- We offer vendors the opportunity to have any website or store links posted on the [BHS Band Arts and Crafts Fair website](#), as well as our Facebook event page. Additional posts promoting the fair, along with vendor highlights, may be shared by our various social media accounts.
- Please bring cash to make change with you. There is no ATM on-site at Broomfield High School.
- Wi-Fi is available at no cost to vendors. The password will be shared in the vendor Information packet given out the morning of the fair. Keep in mind there will be over (INSERT NUMBER) vendors on site, so it may be spotty or run slow at times throughout the day.
 - You are more than welcome to provide your own hotspot for the event.
- While not required, we recommend vendors always wear a name tag and prominently display the name of your booth or company. If shoppers don't know who you are they cannot make referrals.

The BBPA will be providing concessions to both vendors and the public during the BHS Band Arts and Crafts Fair. We are also working on bringing local food trucks in for the event. Additional information on food and concessions will be provided as they are finalized.

On behalf of our students, parents, and Band Director, Sarah Wagner, we want to thank you again for your interest, time, and support of the Broomfield High School Band Program. We look forward to your participation in this exciting event!

Contact us at (720) 819-6728 or bbpa.craftfair.bhs@gmail.com with any questions.

Bonnie Ishmail (Craft Fair Coordinator)
Darren Suppes (Fundraising Coordinator)
Krista Cook (Craft Fair Consultant)

^[1] Cancellations and/or the addition of last-minute vendors may result in similar vendors being positioned near one another.

^[2] Vendors who do not accept and pay their registration fees by the deadline will forfeit their booth space to vendors on the waitlist.

^[3] Please **do not** pay any registration fees until you have received confirmation of your acceptance and an invoice. Any payments received prior to acceptance, regardless of circumstance, are non-refundable. Payments received without acceptance will be considered donations to the Broomfield High School Band Program.

^[4] This is a fundraising event for the Broomfield High School Band Program. Regardless of reason, registration fees **will not** be refunded in the event of cancellation, whether by the vendor, the school or district, or inclement weather.