



S-Bar-S Building Center
2032 Old Hardin Rd
Billings MT 59101
406-259-3391
406-259-1564 fax
s-bar-s.com

Spring Craft Bazaar Reservation Form
S-Bar-S Spring Craft Bazaar
Saturday, May 9, 2019
10:00 am – 4:00 pm

Vendor Info

Name: _____

DBA: _____

Mailing Address: _____

Phone: _____

Email: _____

Type of items to be sold: _____

Special Accommodations: _____

Reservation Form cont'd
S-Bar-S Craft Bazaar

Vendor requests the following and agrees to pay the applicable fees:

- 10' x 8' space \$20.00 x 1 = \$20.00
- 6' table \$5.00 x * = (* = # of tables needed)

Total enclosed: _____

For the reservation to be considered, the following must be included:

- Please complete the **Vendor Reservation** form
- Please sign the **Terms and Conditions** document
- Payment (Make checks payable to: S-Bar-S)

Submit registration and payment to:

S-Bar-S Building Center
c/o Nadine Roberts
2032 Old Hardin Rd
Billings MT 59101
Or email at nadine@s-bar-s.com

By completing the Craft Bazaar registration, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ Signature _____

** Official use only between these lines**

Date Received: _____

Payment Received: _____

Payment Method: _____

Space Assignment: _____

Confirmed: _____

Reservation Form cont'd
S-Bar-S Craft Bazaar

Terms and Conditions

1. **Setup / Break down:** All vendors must be set up by and ready to sell by 10:00 am the day of the craft bazaar. Vendors may begin setting up at 8:30 am the day of the bazaar. Break down can begin no sooner than 4:00 pm on Saturday and must be completed by 5:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their own selling spaces. Before leaving, be sure that your area is clean and trash-free.
2. **Staffing:** Vendor tables / booths must be manned at all times and intact until the bazaar closes at 4:00 pm. S-Bar-S Building Center is not responsible for merchandise or display materials.
3. **Vendor Responsibility:** Vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. S-Bar-S Building Center disclaims any responsibility to the same. Vendors shall be responsible for damage which may be incurred to the facilities as a result or in connection with its operation. Each vendor is responsible for the conduct of their employees and/or representatives and activities must not detract from the image or welfare of the bazaar or S-Bar-S Building Center.
4. **Vendor Spaces:** Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for bazaar attendees. If you have special needs, please include your request with your registration and will make every effort to accommodate you. Spaces are reserved on a first-come, first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked: this includes any rails, stands, or additional equipment.
5. **One Business per table:** Only one (1) business per table: space may not be sub-let or shared without prior approval of an authorized staff of S-Bar-S Building Center.
6. **Acceptance:** S-Bar-S Building Center reserves the right to decline any registration for space if it deems such action to be in the best interests of the craft bazaar. Only one representative from any direct sales company will be approved.
7. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
8. **Electricity:** Electricity is not available at every space. If electricity is needed, please note it in the special requests area. Electricity will be available on a first-come, first-served basis.
 - a. Outlets are NOT guaranteed.
 - b. Extension cords are not included and must be provided by the vendor.
9. **Wi-Fi:** There will be no public access to wireless internet. Vendors must provide own access if needed.
10. **Tables & Chairs:** Each vendor may furnish his or her own chairs, tables or stands. If you wish to rent a table, please note that on the registration form. Folding chairs are available at no cost.
11. **Parking:** Vendors agree to park at all times, with the exception of loading and unloading, in the rear parking lot, leaving the front lot available for bazaar attendees. Fees may be charged for using front parking lot.
12. **Cancellation of Space:** Registration fees are non-refundable. S-Bar-S Building Center is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a Vendor. No refunds will be made for weather, accident, health or other causes for non-participation.
13. **Indemnification:** Vendor agrees to indemnify and hold harmless S-Bar-S Building Center from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees arising out of or related to the operation of the Vendors at the S-Bar-S Building Center Craft Bazaar.
14. **Laws:** The Vendor agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises.

Name: _____ Date: _____