



Dear Vendor-

Thank you so much for supporting our Spring Into Action Fundraiser!
The purpose of this agreement is to outline the terms and conditions whereby a vendor is authorized by Southwest Adventist Junior Academy to operate a Business Booth for the purpose of promoting and/or selling represented products.

TERMS AND CONDITIONS:

1. FUNDRAISER HOURS – Sunday, April 28, 2019 from 2:00pm-5:00pm
Booths are expected to be open for business for the entirety of the fair.
2. REPRESENTED PRODUCTS – Only the product (s) specified below will be allowed to be represented and/or sold at your booth during the event. No changes may be made without prior consent of Fundraiser Chairman, Mrs. Kymberly P. Mayes. Please keep in mind that the school is a Seventh-day Adventist institution as you prepare your items for sale. If you are unfamiliar with the beliefs of our denomination, please see <https://www.adventist.org/en/beliefs/> .
3. TERMINATION RIGHTS – The administration of Southwest Adventist Junior Academy reserves the right to terminate the operation of the vendor at any time during the fundraiser for any of the following reasons:
 - a. A professional manner is not maintained by the vendor and its employees.
 - b. Vendor and/or its employees behave in a manner that could be construed as racist.
 - c. Vendor and/or its employees commit any act detrimental to the purpose of the event.
 - d. Vendor and/or its employees fail to cooperate with event management staff.
 - e. If vendor and/or its employees breach any of the agreements listed herein.
4. COST – In exchange for the right to promote and/or sell stated product (s) during the fundraiser, the vendor agrees to pay Southwest Adventist Junior Academy ;
 - a. one-time fee of \$35; this price DOES NOT include tables, chairs, tents, etc.Please bring whatever you need to operate your business for the day. We can accept card, money order, cashier's check, and/or cash payments. NO PERSONAL CHECKS PLEASE. Please have this amount with you when you check-in prior to set-up.
*Please make money order and cashier's check payments out to Southwest Adventist Junior Academy.

b. We also ask that you would consider donating a minimum of 10% of your proceeds to the school to go towards the fundraising efforts for this event. We will supply you with a receipt for your donation.

c. If you are able, please provide us with a sample of your product to be used in the auction.

5. PREMISES – Vendor agrees that the premises shall be left in original condition as upon arrival; this includes picking up trash at and around vendor’s premises.

6. SET-UP AND DEPARTURE

Set up can begin as early as 12:30 pm. You will need to check in at the entrance table to pay your vendor fee.

a. Location of Booth will be in block specified; exact location decision is made at the discretion of the Fundraiser Chairman and will depend on specific electrical needs, items for sale, etc.

b. Vendor must supply own extension cords if required.

c. Vendor agrees to operate all electrical equipment and all wiring in a safe, intelligent manner.

d. Vendor agrees to use only designated receptacles in their pre-approved location.

7. TERMS – To register for this event, please fill in the form completely. Please email this completed form to fundraiser@swaja.org no later than April 21, 2019. The booth fee can be paid upon arrival. Vendors will not be allowed to set up unless registration was received, approved, and vendor fee is paid in full.

Upon signing this contract, vendor agrees to abide by the Terms and Conditions set forth herein.

8. APPLICATION APPROVAL - Vendor will be notified via email if the application is approved. Only then should the vendor proceed with the expectation of participating as a vendor at the event. For direct sellers: only one vendor per company will be approved.

Please email any questions or concerns to fundraiser@swaja.org for assistance.

VENDOR INFORMATION:

Business Name: _____

Contact: _____

Email: _____

Address: _____

City, State, Zip: Phone Number: _____

Contact Number: _____

Website: _____

PRODUCTS TO BE SOLD:

◇ I have read and agree to the terms outlined above for participation in Southwest Adventist Junior Academy's Spring Into Action Fundraiser.

Signed _____ Date _____

Fundraiser Administration Use Only:

PAYMENT INFORMATION: \$35

Payment Received by: _____

Method: ◇ Cash ◇ Cashier's Check

No. _____

◇ Card Credit/Debit ◇ Money Order

No. _____

Booth No.: _____