



Berkmar Marching Invitational

405 Pleasant Hill Rd. Lilburn, GA 30047

Vendor Application

Dear Vendor:

We would like to take this opportunity to invite you to apply to sell your food, merchandise or arts and crafts at

the 2024 Berkmar Marching Invitational. The Berkmar Marching Invitational hosts the finest high school marching bands in Georgia and the surrounding areas. We expect to have over 2000 patrons in attendance. Please fill out the information below. **Vendor fee is \$200.00. Due September 30th, 2024**

Business Name:

Contact Person:

_____ Phone: _____

Email: _____

Address:

City: _____ State: _____ Zip: _____

Description of items sold:

Terms & Conditions:

Contract for Vendor Booth: Vendors are required to submit and accept the terms and conditions for the Berkmar Marching Invitational prior to being approved by September 15th, 2024. Vendors that are approved must submit payment by September 30th 2024 in order to officially have a vendor booth.



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- **Products:** BHS Band Booster Club reserves the right to sell food, soft drinks, water, chips, candy, and donuts with the right to pre-approve all other food and/or drinks to be sold by vendors. BHS Band reserves the right to deny a vendor from participating in the event should the products be deemed inappropriate for a high school event. Vendors therefore will complete a description of the merchandise they will be selling on the registration form (the type of food and/or drinks must be listed).
- **Percentage of Profit:** The Berkmar Band Boosters will receive 20% of profits made by your company. We must receive the payout prior to your company leaving the event on October 19th, 2024. Payment may be in the form of Cash, Cashapp \$BerkmarMMP or Zelle berkmarbands01@gmail.com
- **Advertisement:** We will advertise your company over the intercom. We will also provide a link on the Berkmar Marching Invitational website.
- **Payment of Fees:** After vendor receives approval confirmation from the BHS Band via email, the vendor is responsible for sending or dropping off a check or money order by **September 30th, 2024, payable to the Berkmar Band Boosters** (school address: 405 Pleasant Hill Rd. Lilburn, GA 30047), in the amount of the full payment. Vendor understands if payment in full is not postmarked by the date listed above, **the registration form will be denied without processing and will lose its Priority.**
- **Electricity:** The electricity is very limited at the school. Spaces near an electrical outlet will be given on a first-come, first-served basis. Vendors will be required to supply their own extension cords and power strips.
- **Vendor Acceptance:** Vendors will be accepted on a first-come, first-served basis.
- **Dates and Hours:** The Berkmar Marching Invitational will take place Saturday, October 19th from 1:00pm to 8:00pm (time may end earlier). Vendor booths must be attended during the duration of the event.
- **Vendor Booth Setup:** All vendors are responsible for their own setup. Vendors may set up on Saturday, October 19th by 12:00pm. **All vendors are expected to be setup and ready by 12:00pm.** Upon arrival, vendors will report to the registration table to receive their booth assignment. Vendors will use the main football field entrance for unloading their merchandise and then must immediately move their vehicle to a parking space. All vendors will be located in the paved area to the left of the field entrance.
- **Parking:** The designated parking spaces will be sent via email
- **Vendor Booth Breakdown/Clean up:** **Vendors agree not to break down the booth or to do any packing before 8:00 pm or Awards Ceremony.** Vendors will have between 8:00pm - 9:30pm to breakdown their table. Vendors are expected to take all merchandise, props, trash,



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decorations, etc. with them upon leaving the event. All vendors must leave school premises no later than 9:30pm. No items may be left behind.

- **Care of School Grounds, Building, and Equipment:** Vendor(s) shall not injure or deface the grass or track, the vendor area, or the equipment of the vendor area. When such damage occurs, the vendor shall be liable to the owner of the property so damaged.
- **Liability:** Vendors agree that the BHS Band will not be held liable for lost, stolen, or damaged merchandise.

Cancellation

- Vendor cancellations must be in writing to the BHS Band no later than **Monday, October 7, 2024**, in order to receive a refund less the sum of fifty dollars (\$50.00) which the BHS Band shall retain as a cancellation charge. No refunds will be given for any cancellations after **Monday, October 7, 2024**, under any circumstances. In the event that BHS Band must cancel this event, the club will refund vendor fees in full to vendors. There will be a bounced check fee of \$35.00.

Failure to meet Terms and Conditions:

- The BHS Band shall be entitled to close a vendor space at any time for failure by any vendor representative to perform, meet or observe any term or condition listed above, and the vendor shall not be entitled to a refund of any part.

For further information or questions, contact Tonea Holcomb at mrsholcomb2u@gmail.com or Arthur Wright, III at Arthur.wright@gcpsk12.org

Thank you in advance for your interest and support in the Berkmar Marching Invitational.

The Vendor does hereby release, acquit, forever discharge & agree to hold harmless Berkmar High School Band Booster Club, Berkmar High School Band Program, Berkmar High School, and Gwinnett County Public Schools, its employees & agents and expenses & compensation whatsoever that may accrue on account of or in any way growing out of any & all known, unknown, foreseen & unforeseen bodily & personal injuries & property damage & the consequences thereof resulting from participation in this event sponsored by BHS Band Booster Club, unless such injury is the result of any negligent act or omission by any employee & or agent of Berkmar High School.

Vendor Signature _____ Date _____

BHS Band Booster Club Use Only

Items approved by : YES NO If no, why: _____

Booth/Truck Fee Paid: \$ _____ Date Paid _____ Rct #: _____

Confirmation letter sent: Date: _____