

Lafayette MarketPlace - 2024

Terms and Conditions for Vendors

Applications

- Vendors are asked to provide their website/social media page with their application so we may consider the business for inclusion in our fair. We may share your site in our publicity.
- We do require photos of your merchandise. Please attach photos in an email sent to: lafayetteboosters@gmail.com . We reserve the right to limit the number of booths selling comparable products to avoid duplication. Return vendors are given preference.
- Applicants must be at least 18 years of age, unless they are accompanied at all times by an adult.
- Early Bird applications are due by December 31st, 2023 and must be paid for in full.
- Applications are due by November 1st, 2024.
- Late applications are considered up to November 30th, 2024 and will incur an additional \$10 late fee. Subject to available space.

Booths

- Each booth space is \$75 (\$65 under Early Bird pricing) and comes with two chairs. Spaces run from 6' x 10' to 8' by 10' (depending upon location). There are some larger spaces available. Please speak with the event coordinator for more information.
- Tables (30" x 72" rectangular) may be rented for an additional \$10 per table.
- Capstone (end of row) positions may be requested at an additional charge of \$15. Subject to availability.
- Electrical access can be requested at a charge of \$10 and will be prioritized to those who require electricity to display or make products. One outlet for single booths, and two outlets maximum for double booths. Vendors must provide their own extension cords and painter's or gaffer's tape. All loose cords must be taped to the floor with painters or gaffer's tape to prevent injuries.

Cancellation Policy

- Cancellation of a vendor more than 30 days before the event will result in a refund of fees less \$25 administration cost.
 - Exemption: Early Bird vendors paid before December 31, 2023, will receive a full refund.
- Cancellation of a vendor less than 30 days before the event will result in no refund.
- Cancellation by LHS due to inclement weather will result in a refund of fees less \$15 administration cost.

Drug Free Campus

- Lafayette High School is a tobacco, alcohol, and drug free campus. No use of these products is permitted in the buildings or elsewhere on the school grounds. This includes "smokeless" tobacco products and vaping.

Event Times

- Marketplace is open to the public on Saturday, December 7th, 2024, from 9am to 4pm.
- Booth setup begins at 6:30am. Pack-up begins at 4pm.
- All booths must remain open the entire length of the event.
- We reserve the right to decline vendors from future events should they violate this rule by leaving early or arriving late.

General Terms

- Animals used in conducting business or trade are not allowed on the premises.
- Per Fire Marshall, no cooking of food products on site; pre-cooked samples are acceptable. No open flame.
- Vendors are responsible for their merchandise in case of loss or damage.
- Vendors are encouraged to bring their own power source to charge phones and personal devices as we do not have the capacity to supply this.

Merchandise

- We limit Direct Sales to one vendor per company. They shall also make up no more than 15% of total MarketPlace booth spaces.
- All products should be appropriate to a high school venue. For example: no alcohol, drug, nudity, weapon, or profanity references should be displayed on products. Vendors will be asked to remove any items not meeting these guidelines.
- No garage sale, flea market, surplus or mass-produced items for resale are allowed.

Payments

- Vendors will be responsible for any bank fees charged to Lafayette Band Boosters should their booth payment check be declined for insufficient funds.
- Payments for booth spaces are due and/or postmarked within seven (7) business days of application acceptance.

Taxes

- Vendors are solely responsible for the collection and reporting of taxes on their merchandise.
- Further information can be found at the Missouri Department of Revenue website: <http://dor.mo.gov/faq/business/sales.php>

WIFI

- Vendors MAY NOT use the Rockwood School District WIFI for the processing of credit cards.
- All vendors must process credit cards using cellular service.
- Should there be any issues with your cellular service the day of Marketplace, please be prepared with alternative means of taking payments (i.e., cash/check).

*All profits from this event help to support the Lafayette Band program.
The Lafayette Band Boosters thank you for your support!*

Questions? Contact us at LafayetteBoosters@gmail.com.