



Dickens Fair Terms & Conditions

1. **Set-up/Breakdown:** All vendors must be set up and ready to sell by 9:45 a.m. Doors will open at 7:30 a.m. for vendors to begin set-up. Break down can start no sooner than 4 p.m. and must be completed by 5 p.m. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Vendor tables/booths must be staffed at all times and intact until the show closes at 4 p.m. The Lake Stevens School District (LSSD) is not responsible for merchandise or display materials.
3. **Vendor Items:** Items for sale at the vendor's booth must be handmade by the vendor. By participating in the fair, LSSD reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. **Vendor Responsibility:** Vendor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. The LSSD expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a request or in connection with its operation. Each exhibitor is responsible for the conduct of his/her employees and/or representatives and activities must not detract from the image and welfare of the fair and LSSD.
5. **Vendor Spaces:** Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees and vendors. If you have a special need, please include your request with your application. We will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis along with duplication of items being sold. We cannot have multiple vendors selling the same or similar items. Vendors must ensure that none of their display equipment extends beyond the space they reserved; this includes rails, stands, or additional equipment.
6. **Direct Sales:** We do not allow any direct sales companies to participate in the fair.
7. **Acceptance:** LSSD reserves the right to decline any application for space if it deems such action to be in the best interest of the Dickens Fair. Acceptance confirmation will be sent through email (if provided) or mail within 14 days of application submission.
8. **Applications:** Mailed applications will not be accepted. We will only accept applications online or in-person. Any application received in the mail will not be returned and will not be considered. Applications can be found at <https://www.lkstevens.wednet.edu/dickensfair>.
9. **Payment:** Payment is due upon receipt of the acceptance confirmation. Payment can be made in-person, online or by mail. Credit cards are accepted online or in-person only. Phone payments are not accepted. If payment is not received by the due date noted on confirmation, your vendor space will be forfeited.
10. **Confirmation Packets:** LSSD will mail confirmation packets to all vendors by November 1. The packet will include your space number, map, fair reminders and other important information.
11. **Facebook:** Like us on Facebook! Do not create your own Facebook event. We encourage you to share our official event and share information about your attendance on the official event page.
12. **Electricity:** Electricity is available on a very limited basis and is not guaranteed. Extension cords are not included and must be provided by the vendor. Electricity will be noted in your confirmation packet.
13. **Music:** Music will be played or performed throughout the day.
14. **Pets:** No pets of any kind are allowed on the premises. True service animals are allowed.
15. **Conduct:** The Dickens Fair promotes peace and affability. Bickering and unkind remarks from vendors, towards volunteers or fair staff will not be tolerated. Should this occur, you will be asked to leave.
16. **Tables & Chairs:** We will provide two chairs per booth. Vendors are responsible for their own tables and displays.
17. **Cancellation of Space:** Application fees are not refundable. LSSD is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligations as a vendor. No refunds will be made for weather, accident, health or other causes of non-participation.
18. **Indemnification:** Vendors agrees to indemnify and hold harmless Lake Stevens School District, its employees, its elected officials and appointed officials, agents and volunteers from any liability resulting in participation.

Vendor Signature: _____ Date: _____