

Make checks payable to “**MMMB Boosters**” with your phone number on the memo line. **Please review the vendor guidelines and cancellation policy before submitting your registration form and fee.** Venmo is available upon request.

Mail to: Melissa Schermer, 242 Carmel Woods Dr., Ellisville, MO 63021

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2023 Vendor Guidelines

Marquette Band Boosters welcomes all craft vendors to participate in our annual craft fair. To make it enjoyable for our guests and beneficial for our participating vendors, we have a few guidelines.

- We reserve the right to limit the number of booths selling similar products. Returning vendors will be given preference.
- We limit Direct Sales companies to one vendor per company.
- Animals used in conducting business or sales are not allowed on site.
- Cooking of food products on site is not allowed. Pre-cooked samples are fine.
- We are a family event. All products should be appropriate for a school venue. No alcohol or drug related advertisements, weapons or profanity.
- There is a \$25 return check fee.
- Vendors are asked to provide their business website and/or social media sites on their registration form. We may share your site in our publicity and tag you in our marketing posts on social media.
- The event opens to the public at 9 AM. Booth set up begins at 6:45 AM. Vendors should be set up by 8:45 AM and ready to welcome customers. Friday night set up is also available.
- Lunch is available on site during the event for a reasonable cost.

Event date, time and location:

Oct. 7, 2023, 9 AM to 4 PM, Marquette High School gymnasiums, 2351 Clarkson Road, Chesterfield, MO 63017

Booth information:

Booths are 12 ft wide x 7 ft deep. You may bring your own tables and chairs or rent a table from us. Electricity is limited and preference is given to those requiring electricity to display or make goods. See registration form for cost for table rental and electricity. Extra outlets for charging cell phones and personal devices are not available. Please bring portable chargers for this purpose.

If you are a returning vendor, you may request your booth space as last year, but we cannot guarantee we can honor the request. We will do our best.

What you can expect from our band students:

- Help with load-in and load out - our band students will be available to help you carry in your items and help load them out at the end of the day.
- Lunch delivered to your booth - band students will collect your food orders and money and deliver your meal to your booth.
- Stand-in when you need a break - our responsible students can sit at your booth while you take a short restroom break.

Cancellation Policy:

Vendors who cancel more than 30 days before the event will receive a full refund.

Vendors who cancel less than 30 days will receive no refund.

Cancellation by MMMB Boosters due to unforeseen circumstances will result in a full vendor refund.