**Small Business Saturday Bazaar**

**Saturday, November 30th from 9:00 AM to 4:00 PM.**

We invite you to secure your spot for this community-building shopping opportunity. For more information email Marie Shiraki, organizer of this event, at bv.artscouncil@gmail.com.

Please include “Small Business Saturday” in your subject line.

**General Terms and Conditions:**

1. Spaces in the BVAC building (2037 Magnolia Avenue) must be the handmade/homemade work of the vendors. Spaces located in other buildings along Magnolia Avenue may sell goods and services from home businesses.

2. Vendor space size is 10x10 for **$10 each**.

3. A certain number of tables are available for rental on a first come, first served basis for **$5 each**.

4. Food vendors (including non-profits):

 a. You may be required to obtain a Health Department Permit, especially if you are serving made-to-order or hot food. Call Katie McIvor with the local Health Dept. at 540-463-3185 ext. 126 for more information. Non-profit organizations may sell certain baked goods (cookies, brownies, bread, etc.) without a health permit.

 b. Food vendors MUST obtain liability insurance and bring a certificate of insurance.

5. Hours of the event are 9-4:00 on Saturday, November 30th. Set-up opens at 7:00 a.m. Vendors are to be set up and ready for business by 8:45 a.m. Vendors are expected to be present for the entire time the event is open.

6. Space is limited and will be allocated on a first-come basis.

7. Spaces are not reserved until the application form is completed, signed, and returned with full payment. An instruction letter with vendor assignments will be sent out (by email wherever possible) the week of the event.

8. Virginia sales taxes on items sold are the vendor’s responsibility.

9. All vendors are responsible for setting up their own space.

10. Vendors are responsible for providing their own tables, chairs, displays, heavy-duty extension cords, money for change and other supplies as needed.

11. This is a rain or shine event.

12. **Please make sure to indicate on the registration form that you have read and agree to these terms and conditions.**

**Small Business Saturday Bazaar**

**Vendor Form**

Name: Business/ Organization:

Mailing Address:

City: State: Zip:

Cell Phone: Email:

☐ Artisan Vendors (handmade items ONLY) ☐ Small business vendor

Setup Comments:

☐ 10x10 space - $10 ☐ Table space only - $5**DUCT INFORMATION**

Select the categories that best describe your product or service.

☐ Apparel ☐ Baskets ☐ Ceramics ☐ Fabric/Textile/Needlework ☐ Food

☐ Glass ☐ Jewelry ☐ Leather ☐ Paintings/Drawings ☐ Photography ☐ Toys ☐ Woodworking

☐ Home Business, Commercial name:

☐ Other – Please Describe: Overview of products/services:

Craft demonstrations strongly encouraged – will you be demonstrating? ☐ Yes ☐ No

**Indemnity Agreement**

**I have read and agree to the attached General Terms and Conditions. \_\_\_\_\_ Yes \_\_\_\_\_ No**

THIS INDEMNITY AGREEMENT made and entered into this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2019, by a participant in the Buena Vista Arts Small Business Saturday Artisan Market.

WHEREAS, in consideration of the permission granted by the City of Buena Vista to participate in such event at the property located at 2037 Magnolia Avenue and additional properties, the undersigned agrees to indemnify and hold harmless the City of Buena Vista, the Buena Vista Arts Council and the Maury River Sr. Center etc. from any and all liability, loss, damage, cost, or expense, which the participant may incur because of such actions.

NOW THEREFORE, the undersigned hereby agrees to indemnify and save harmless the said City of Buena Vista, the Buena Vista Arts Council and the Maury River Sr. Center etc. from any and all liability, loss, damages, cost or expense which the participant may hereafter incur, suffer, or be required to pay by reason of said participation in the subject activity held on the property specified for the purposes specified.

The undersigned agrees to pay, to the complete exoneration of the City of Buena Vista, the Buena Vista Arts Council and the Maury River Sr. Center etc. any claim made against the City of Buena Vista, the Buena Vista Arts Council and the Maury River Sr. Center etc., for injury or damages to persons or property caused by said participation, and further indemnify and hold harmless the said parties from any costs incurred with respect to defense of any such claim.

**APPLICANT SIGNATURE**

Printed Name: Date:

Signature:

**Please Return by Wednesday, November 20, 2019 with payment to:**

**Buena Vista Arts Council P.O. Box 722 Buena Vista VA 24416**