

Mumford High School Alumni Association VENDOR-BUSINESS NETWORKING OPPORTUNITY

The Mumford High School Alumni Association (MHSAA) extends an invitation to all Mumford alumnus, former and/or currently enrolled students, teachers, employees, and stakeholders, who wish to promote and market their products, goods, and crafts at an alumni association sponsored event. This is an opportunity to display and sell merchandise, as well as, market to/network with fellow alumnus and other event attendees.

Details about the alumni association event (name of event, location, date, and times should be entered in the applicable fields below.

EVENT NAME:				
DATE:			TIME:	
VENDOR FEES:	MHS ALUM ASSOC. – Paid Member: \$20.00 per table	MHS ALUM ASSOC. – NON-Member: \$35.00 per table	NON-MHS ALUMNI: \$50.00 per table	FOOD VENDORS: <i>TBD, based on prior approval</i>

Participation as a vendor requires that the person named on the "Vendor Registration Form" agrees to adhere to the following rules and conditions set forth by the Mumford High School Alumni Association, as it pertains to this event.

CRITERIA FOR VENDORS:

1. Any and all merchandise /products /items displayed or sold by vendor must be appropriate and in good taste for all ages/audiences.
2. All business transactions must be conducted in accordance with all city, state, and federal laws that apply. The MHS Alumni Association will not take responsibility for any sales transactions, including refunds owed to dis-satisfied customers.
3. No alcoholic beverages and/or illegal substances are allowed on the school property for use or sale, when applicable.
4. Vendors must submit a Vendor Registration Form (for review) and pay applicable fee, prior to the event date, before permission is granted.
5. Vendors must supply their own table covering and/or decorations.
6. Vendors must provide their own electrical/power supply, unless an electrical source is available at venue. Electrical outlets are not guaranteed.
7. Vendors acknowledge that no refund will be given due to inclement weather or school closing. The event will take place rain or shine, whether indoors or outdoors. Refunds will only be provided when the alumni association cancels the event.
8. Vendors must ensure the area is left clean and clear of debris before vacating the premises.
9. The MHS Alumni Association is not responsible for any lost, damaged, or stolen merchandise or losses incurred by vendors. No refunds of any kind will be given to clients/customers on behalf of the vendor.
10. The MHS Alumni Association reserves the right to deny participation at any event that is in conflict of the organization's governing by-laws.

Mumford High School Alumni Association
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MUMFORD HIGH SCHOOL ALUMNI ASSOCIATION
Vendor Registration

GENERAL INFORMATION AND APPLICATION PROCESS:

1. Complete the attached "Vendor Registration Form".
2. Attach a business card or flyer to the registration form.
3. For pre-promotions on social networking sites (optional)-send an electronic brochure or photo of products, in advance, for distribution and 'free' advertising promoted by MHS Alumni Association.
4. Mail vendor registration form and payment to:
MHS Alumni Association c/o Vendor Registration
P.O. Box 211188
Detroit, MI 48221-1188
5. The application fee covers the usage of one (1) 6ft-8ft. table (per request) and folding chairs, which will be supplied. Vendor may use their own personal table, but it must be authorized and set-up in the designated area only. If payment for rented table is not received at least 7-days prior to the event date, the vendor may be responsible for providing their own table. Note: No discount will be given.
6. Designated table/space will be set-up at the start of the event, and accessible for the duration of the event, as assigned by event chair or coordinator.
7. Vendors will receive confirmation of space availability prior to the event date upon receipt of their registration. Registration payment must be received prior to the event date, to guarantee a reserved table/space. Payments cannot be accepted on the day of the event, unless special arrangements have been made in advance.
8. Vendors are welcome to check-in and set-up one hour prior to the event start time. All vendors are expected to arrive by the event start time and should plan to remain the entire time of event, unless previous arrangements have been discussed with the event chair or coordinator.

IMPORTANT: The vendor's table location will be assigned, based on receipt of payment and time of arrival to set-up at the event.

For questions about vendors' participation, please contact:

Name _____ Phone# _____

Disclaimer: Space can only be guaranteed once payment is received from the applicant and processed. The Mumford HS Alumni Association is not responsible for any lost, damaged or stolen merchandise. NO refunds will be given under any circumstances.

NOTE: SPACE IS LIMITED. To secure a table/space, your form and payment must be received prior to the event date. NO CHECKS will be accepted less than 5 business days before the event.

Mail Your Application with payment, prior to the Event.

Keep the cover page and instruction for your record.

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MUMFORD HIGH SCHOOL ALUMNI ASSOCIATION
Vendor Registration
APPLICATION

Name of Business or Individual/Owner: _____

Contact Person (to confirm arrangements): _____

Mumford Graduate - Class of _____ (provide vendor's MHS graduation year)

Business Type: For-Profit *or* Non-Profit

Primary Phone#: (____) _____ Alt. Phone# (____) _____

E-Mail Address: _____

Website (if applicable): _____

Business/Merchandise: Please circle type of business and/or which item(s) will be sold.

Jewelry Photography Clothing/Apparel Published Works Personal Services
Educational Products Consumable Products Crafts or Hobby Other (specify) _____

Price range of items: \$ _____ (min.) to \$ _____ (max.)

Submit this form along with check or money order,

Payable to: Mumford HS Alumni Association

Mail to: Mumford HS Alumni Association

C/o Vendor Registration

P.O. Box 211188, Detroit, MI 48221-1188

Please indicate the requested # of table(s) _____ (Check the box below for payment amount)

MHS Alum Assoc. -Paid Member, \$20.00 MHS Alum Assoc. - non-member, \$35.00

Non MHS Alum: \$50.00

FOOD VENDOR: \$_____ *Note: Prior approval granted by* _____

Amt. Enclosed: \$ _____

Disclaimer: Space can only be guaranteed once payment is received from the applicant and processed. The Mumford HS Alumni Association is not responsible for any lost, damaged or stolen merchandise. NO refunds will be given under any circumstances.

By signing this form, I acknowledge that I have read the criteria for vendors and the disclaimer above, and understand my responsibilities. I am aware of what my payment includes, per each paid registration. My registration fee is enclosed for requested space as indicated above.

Vendor Signature _____ **Date** _____

This space is reserved for use by the MHS AA.

Table/Space# _____ Total Amount Paid: \$ _____

Confirmed by _____

Date payment received: _____ Check/Money Order# _____

Comments: _____