

**Mumford High School Alumni Association**  
**VENDOR-BUSINESS NETWORKING OPPORTUNITY**

The Mumford High School Alumni Association (MHSAA) extends an invitation to all Mumford alumnae, former and/or currently enrolled students, teachers, employees, and stakeholders, who wish to promote and market their products, goods, and/or 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 upcoming alumni association event (name of event, location, date, and times) are as follows:**

<b>EVENT NAME: Mumford HS Mustangs &amp; Friends 10<sup>th</sup> Annual Pancake Breakfast</b>			
<b>DATE: Saturday, November 9, 2013</b>		<b>TIME: 9:00 AM – 12:00 PM</b>	
<b>VENDOR FEES</b>	<b>MHS ALUMNI:</b> \$35 per table	<b>NON-ALUMNI:</b> \$50 per table	<b>FOOD VENDORS:</b> <i>Not Applicable for this event</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 may only be given if the instance whereas the alumni association cancels the event.
8. Vendors must ensure area is left clean from debris and area cleaned before vacating the premises.
9. ~~Food vendors must: 1) follow all city, state, and federal guidelines for food handling and storage processes, while at the even, 2) submit a written statement of intent and include a list of food items to be sold; method of staffing; and money handling process. This information must be submitted to the event chair in writing when submitting the vendor registration form for review.~~
10. The MHS Alumni Association is not responsible for any lost, damaged, or stolen merchandise. No refunds of any kind will be given to clients/customers on behalf of the vendor.
11. The MHS Alumni Association reserves the right to deny participation at any event that is in conflict of the organization’s governing by-laws.

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**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, three (3) weeks in advance, for distribution and 'free' advertising by MHS Alumni Association.
4. Send registration payment by check or money order, payable to:  
Mumford HS Alumni Association c/o Vendor Registration
5. Mail registration payment to:  
MHS Alumni Association c/o Vendor Registration  
P.O. Box 211188  
Detroit, MI 48221-1188
6. The registration application fee covers the rental of space in area at the event named above in addition one (1) 6ft - 8ft. table, and up to three folding chairs will be supplied (per paid request). Personal tables must be authorized and set-up in designated area only. If payment is not received prior to the event date, the vendor is responsible for providing their own table. No discount will be given.
7. Designated table/space will be set-up and accessible for the duration of the event, as assigned by event facilitator.
8. Vendors will receive confirmation of space availability prior to the event date following payment of registration fee. **Registration must be received prior to the event date**, to be guaranteed a reserved table and space. No money will be received on the day of the event.
9. Vendors may check-in at least one hour prior to the event start time. Vendors are expected to arrive by the stated event start time and should plan to remain the entire time of event, unless previous notice has been given to the event chair.

Questions about vendors may be directed to the Event Chairperson or Denise Cunningham, Communications by e-mail: [mumfordhs\\_graduate@yahoo.com](mailto:mumfordhs_graduate@yahoo.com) or phone (313-673-2026).

**Disclaimer:** Space can only be guaranteed when payment is received and processed prior to the event date. 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 reserve a vendor space at this event you MUST submit the attached "Vendor Registration Form", along with payment 1 week prior to the event date.**

Each vendor table placement at the event venue is based on a first come, first served, payment received basis.

For questions or more information, contact Denise Cunningham, 313-673-2026.