



Bobcat Dazzlers Holiday Market Rules and Regulations

Listed below are a few “must-knows” for the upcoming holiday market. As in the past, the holiday market will be held at Byron Nelson High School which is located at 2775 Bobcat Blvd. Trophy Club, TX 76262. On behalf of the Bobcat Dazzlers Service Organization (BDSO), we welcome you!

For questions/concerns please email: holidaymarket@bobcatdazzlers.com

Refund Policy (set forth by the Bobcat Dazzlers Service Organization)

No refunds will be issued once any of the following conditions are met:

1. All booths have been sold, and the Bobcat Dazzlers Service Organization has closed registration and initiated a waitlist.
2. If booths remain available, no refunds will be issued after September 1st.
 - After this date, vendors may transfer their booth space to another party; however, written notification must be submitted and approved by the Holiday Market Director.
3. Booth registration fees will not be carried over to the following year’s Holiday Market if a vendor is unable to attend or does not request a refund prior to the deadlines above. All such fees will be considered a donation to the Bobcat Dazzlers Service Organization.

General Holiday Market Policies and Procedures

1. **Exhibitor Approval** - All exhibited items are subject to approval. The Holiday Market Coordinator and the BDSO executive board reserve the right to refuse or remove any exhibitor or item at their sole discretion.
2. **Event Schedule** -
 - Vendor setup begins at **6:00 AM**.
 - Market hours for the public are **9:00 AM – 4:00 PM**.
 - Vendors must operate their booths from **6:00 AM – 5:00 PM**.
 - **Early breakdown is strictly prohibited.** No booth may be dismantled before **4:00 PM** without prior approval from BDSO.
3. **Check in & Parking** – All vendors must check in at the front entrance upon arrival to receive booth assignment details.
 - Unloading is permitted at the front entrance or the west entrance near the cafeteria.
 - After unloading, vehicles must be moved promptly to the back of the parking lot to preserve customer parking.
 - Parking in designated bus lanes (front or rear of the school) is prohibited.
 - Parking in fire lanes is not permitted at any time.

4. Loading and Unloading Assistance

We are happy to assist our vendors with the loading and unloading of booth supplies, however, please keep in

mind that we have more vendors than students/parent volunteers and cannot guarantee one will be available to you.

- Please note that the Bobcat Dazzlers, Bobcat Dazzlers Service Organization, Byron Nelson High School, and Northwest ISD are not liable for any damage incurred during loading or unloading, including assistance provided by volunteers. We ask that you be patient with us and be prepared to move your own merchandise, and have your own equipment to expedite the moving process, i.e. dollies, carts, etc.
5. **Personal Property and Liability** - All items brought onto the premises are at the exhibitor's sole risk. BDSO, Byron Nelson High School, Northwest ISD, and affiliated organizations assume no responsibility or liability for lost, stolen, or damaged property.
 6. **Silent Auction Donations** - The Bobcat Dazzlers will host a Silent Auction during the Holiday Market. We welcome any donations (valued at \$25 and above) that you might like to make to this event.
 7. **Electricity** – Please note that if your booth is not a designated booth for electricity you will not be permitted to plug into an outlet. Electricity is available only to vendors assigned to designated electrical booths.
 - Vendors may request electricity during registration; however, availability is limited and assigned on a first-come, first-served basis.
 - Electrical access is not guaranteed until confirmed through completed registration and payment.
 - Vendors approved for electricity must supply their own extension cords (minimum of 20 feet) and connect only to designated power sources.
 8. **Franchise Vendors** – Only **one (1)** representative per franchise/company (e.g., Tupperware, Mary Kay, Color Street, Scentsy, etc.) is permitted.
 - If multiple representatives from the same franchise apply, the first approved applicant will be accepted. Subsequent applicants will be placed on a waitlist and issued a refund.
 - Vendors may only display and sell items listed on their original application. Unapproved items are prohibited.
 - Enforcement of individual company policies is the sole responsibility of the vendor.
 9. **No Show Policy** – Vendors who have not arrived and checked in by **8:30 AM** on the day of the event will be considered a no-show. Booth space may be reassigned without notice. No refunds will be issued for no-shows.
 10. **Booth Specifications** – Standard booth size is **8 feet wide by 6 feet deep**. Some booth dimensions may be adjusted to accommodate aisle spacing; comparable or greater space will be provided where possible.
 - Not all booths include a wall; some are freestanding.
 - Vendors requiring a wall for display purposes must contact the Holiday Market Coordinator at the time of reservation. Availability is limited, and late requests may not be accommodated.
 11. **Booth Assignment and Use** - All booth locations are assigned by BDSO Holiday Market officials. Exhibitors must display and sell only within their designated space. While reasonable efforts will be made to accommodate booth preferences, placement is not guaranteed. Similar vendors may be located near one another based on registration volume and layout requirements.
 12. **Unoccupied Booths** - If a booth space is empty or is a no-show, it is not to be retained by another exhibitor without permission by the BDSO Holiday Market Director.
 13. **Tables and Seating** - Tables are NOT provided. Each booth space will include two (2) chairs.
 14. **Display Restrictions** - Only painter's tape or command strips may be used to secure displays to walls. The use of nails, screws, or other damaging materials is strictly prohibited. Attaching items to air vents, ceilings, sprinkler systems, or other fixtures is not permitted.
 15. **Wi-Fi Access** - Wi-Fi may be available on-site; however, connectivity and reliability are not guaranteed. BDSO is not responsible for network performance, as it is managed by the school district.

16. **Use of NISD Marks** - Northwest Independent School District (NISD) retains all rights, title, and interest in its names, logos, trademarks, service marks, mascots, and school colors (collectively, "NISD Marks"), including those of all district schools and affiliated groups such as the Bobcat Dazzlers.
- Use of NISD Marks on merchandise is strictly prohibited without prior written approval from the district.
 - Only approved vendors may sell items featuring NISD Marks.
 - Vendors must direct any questions regarding usage no later than **one (1) month prior** to the event.
 - Unauthorized use of NISD Marks will result in immediate removal of the merchandise and may impact eligibility for future participation.
17. **Food Vendor Requirements** - Food vendors must comply with all applicable health regulations and permit requirements.
- Vendors are subject to inspection by local health authorities during the event.
 - Vendors without proper permits or documentation may be shut down immediately by the inspecting authority.
 - For additional information, contact the Town of Trophy Club Health Inspector at 682-831-4600.
 - Compliance is the sole responsibility of the vendor. No refunds will be issued for failure to meet requirements.
18. **Sales and Use Tax** - All vendors are responsible for complying with Texas Comptroller of Public Accounts regulations regarding Sales and Use Tax.
- Vendors must obtain any required permits and collect, report, and remit all applicable state and local taxes.
 - Northwest ISD and event organizers assume no responsibility for vendor tax compliance.
 - For additional information or to apply for a permit, visit the Texas Comptroller's website.
19. **Distribution of Materials** - The distribution or display of political, religious, or solicitation materials is prohibited without prior approval from the Holiday Market Vendor Director.
- BDSO reserves the right to restrict any materials or displays, including but not limited to printed matter, photographs, books, or other items, to maintain an appropriate and family-friendly environment.
20. **Prohibited Items and Activities** - The following items and activities are strictly prohibited:
- Open flames or lit candles
 - Live animals
 - CBD products or alcohol (including alcohol-infused items)
 - Games of chance, raffles, lotteries, or carnival-type activities
 - Palm reading or similar services
 - Amplified sound devices
 - On-site food preparation (unless approved as a permitted food vendor)
 - Weapons of any kind
- BDSO, Holiday Market and event directors reserve the right to refuse or remove any display, item, or activity deemed inappropriate. All decisions are final.
21. **Conduct Within Booth Space** - Vendors must conduct all sales and solicitation activities within the boundaries of their assigned booth. Activities that obstruct aisles or impede customer traffic flow are strictly prohibited.
22. **Complaints and Grievances** - Vendors with questions, concerns, or complaints must contact an authorized adult BDSO volunteer for assistance.
- Adult volunteers are typically identifiable by Bobcat Dazzlers apparel.
 - **Vendors must not direct complaints or concerns to Dazzlers student volunteers.**

BDSO is a volunteer-led organization and will make every reasonable effort to ensure a successful event for all participants. Thank you for participating, we enjoy seeing you year after year!

23. Registration Confirmation and Payment - Vendors will receive a confirmation email via JotForm within 24 hours of submitting registration. **Vendors who do not receive confirmation must contact the Holiday Market coordinator or BDSO promptly.**

- Booth fees are due at the time of registration.
- Unpaid registrations will be placed on a waitlist and are not guaranteed a space.

24. Agreement to Terms - Submission of a registration form and payment constitutes acknowledgment of and agreement to all policies, procedures, and requirements outlined in this document.

We look forward to seeing you at the Bobcat Dazzlers Holiday Market in December!