



41st Annual Church Mouse Bazaar

Saturday, November 17, 2018

Gates Presbyterian Church

1049 Wegman Road

Rochester, NY 14624

www.gatespres.org

General Rules

1. The building will be open for exhibitors to set up their tables at **7:00 AM** on November 17, 2018. No one will be admitted to the building before 7:00 AM. Each group or individual will be directed to an assigned area upon arrival.
2. You must sign in and pick up your information packet by 8:30 AM on the day of the bazaar. We will sell your space to a crafter from the waiting list if you have not arrived by 8:30 AM.
3. Immediately following unloading, all exhibitors must move their vehicles to the parking lot of the office complex next door, south of our driveway. **This is absolutely necessary to have enough room for customer cars!** There is a walking path between our sites.
4. Booths must be staffed and ready for business at 9:00 AM. Sale hours are from 9:00 AM until 3:30 PM. **Exhibitors must remain set up for the entire length of the show. Failure to do so will result in automatic removal from the mailing list for admission to future shows.**
5. Tables must have floor-length coverings. Sheets work well and can be dyed. Please make an effort to have an attractive display. **You must stay within your measured space(s).**
6. Crafters are given free hot beverage coupons the day of the show. Please bring your own mug to fill when redeeming coupons.
7. Absolutely no food or beverages are allowed in the carpeted areas. Hostesses will be available to sit in for you at your booth after 8:00 AM if you would like to leave for something to eat or drink.
8. Each exhibitor will be solely responsible for the display, care, and protection of his or her merchandise. Hostesses will be available to watch your booth for you while you take a break. Hostesses walk around and wear holiday Church Mouse Bazaar aprons.
9. Each exhibitor will collect his or her own money and be responsible for collecting sales tax, if applicable.
10. No baked foods or candy will be allowed for sale by exhibitors at the bazaar.
11. This is a new, modern facility that has sufficient lighting in show areas. Therefore, electrical extensions will not be allowed unless asked for in advance and noted in the confirmation letter.
12. No nails, tacks, or tape can be placed on the walls.
13. Each exhibitor will clean up his or her area before leaving.
14. There is no smoking allowed.