



43rd Annual Church Mouse Bazaar

(the squeakquell!)

Saturday, November 20, 2021

Gates Presbyterian Church

1049 Wegman Road Rochester, NY 14624

www.gatespres.org

General Rules and Procedures

NOTE: We will be following the local, state, and CDC Covid 19 guidelines that exist at the time of the sale for the entire day. Be prepared to wear a mask!

1. **Crafter/Artist Check-in:** Check in **FIRST** to pick up your information packet. You will be directed to your assigned area(s) upon arrival. Room numbers for the church have changed and some spaces are no longer available for this event. Please do not assume you are in the same location if you have participated in the past. Access to the building will be available at **7:00 AM** on November 20, 2021. No one will be admitted to the building before 7:00 AM. Vendors must sign in and pick up information packets by 8:30 AM. Spaces not claimed by 8:30 AM will be sold to a "Wait Listed" vendor.
2. **Unload** your exhibit to your assigned spaces. Crafters are responsible for bringing any extra helping hands needed.
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 3:00 PM. **Exhibitors must remain set up for the entire length of the show.** *Failure to do so will result in removal from the mailing list for admission to future shows.*
5. Only tables reserved in advance will be available. We cannot accommodate requests for tables on the day of the event.
6. 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).**
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, or need a break.
8. Each vendor is responsible for the display, care, and protection of their merchandise. Each exhibitor will collect his or her own money, bring sufficient change needed for transactions, and is responsible for collecting sales tax, if applicable. Church booths cannot provide change for vendors.
9. No baked foods or candy will be allowed for sale by exhibitors at the bazaar.
10. There is sufficient lighting in show areas. Electrical extensions will not be allowed unless arrangements have been made in advance.
11. No nails, tacks, or tape can be placed on the walls.
12. Each exhibitor must clean up his or her area before leaving.
13. There is no smoking allowed.

*We hope that you have a successful and enjoyable day.
Thank you for your support of the Church Mouse Bazaar!*