

2022 MORLEY STANWOOD HOLIDAY BAZAAR

Information & Policies

CORONAVIRUS INFORMATION-Vendors and Consumers may be asked to wear a mask for this event. Vendors/Consumers who are feeling ill/experiencing symptoms of illness SHOULD NOT ATTEND. Please follow the recommendations made at the time of this event. Thank you!

CANCELLATION - If requested by September 1, 2022, all monies will be returned, except for a \$5 registration fee. After September 1, 2022, there are no refunds (special circumstances will be decided by the Bazaar team). If you have pre-registered and cannot attend, the only way to reserve your same spot for the following year is to notify us and forgo any refund. If we refund you your money, you will not be guaranteed your space for the following year.

UNLOADING/SET UP/PARKING - You may unload at any of the doors marked on the floor plan. Set up is Friday night from **6-8 p.m.** and Saturday beginning at 7 a.m. (**PLEASE DO NOT ARRIVE EARLY AND EXPECT TO BE PERMITTED TO SET UP**). Time is needed for the Bazaar Committee to prepare the building AFTER sports practices end at the school for the evening. Doors will be monitored and **NO EARLY ENTRANCES WILL BE PERMITTED**). If you choose to set up on Friday evening, the Morley Stanwood Holiday Bazaar Committee or the Morley Stanwood school district cannot be held liable for any loss you may incur. The building will be locked when we leave at 8 p.m. Friday.

Morley Stanwood High School has a very nice, expanded parking lots, all of which were re-paved this summer. As a reminder, after unloading, please move your vehicle to the back of the parking lot so other vendors are able to unload, and the shoppers can park closer. Allowing shoppers to park closer to the building is a BENEFIT TO YOU, as shoppers are more likely to stay if they see they can easily access the building! We will provide assistance with unloading and loading by utilizing student groups, and they will also ask you to move vehicles to the back of the parking lots when unloaded. When unloading your vehicle and/or trailer, it is essential that you DO NOT DRIVE ON THE GRASS!

Shopping time is **10 a.m. until 3 p.m. on Saturday**. Again, doors will be monitored and early entrance for shoppers will NOT be permitted, as we want to allow exhibitors to be fully set-up. Each exhibitor is expected to display and sell **until 3 p.m.** Anyone leaving before that time may be asked not to return. Each exhibitor is responsible for their own sales tax, which must be remitted to the state.

The items you sell MUST BE HOMEMADE/HANDMADE. If you have any questions about your items, please see one of the committee members.

Please be considerate regarding our facility/floors. The gym floor is recently refinished. Because we are fortunate enough to be able to use the High School facilities, we ask your assistance in protecting the gym floor by only using rubber- wheeled carts, wagons, or dollies. Please DO NOT slide displays, tables, or chairs on the floors. Wipe up any spills immediately.

We are excited to announce that student groups from Morley Stanwood Schools will once again be in attendance to assist you with unloading/set up/clean up, etc. The students there to assist will be dressed in their school colors of royal blue and gold and will be wearing name tags. Please feel free to ask them to assist you during set up, bazaar shopping hours, and clean up.

MONEY/CHANGE - Please bring enough change with you. We will not be able to provide change for you.

TABLES/EXTENSION CORDS -Each vendor is asked to bring their own tables and electrical cords, if needed.

VENDOR LUNCH will be available again this year **BY PRE-ORDER ONLY!** Pre-orders must be submitted by the deadline to receive a vendor lunch by delivery at the show. If lunches are not pre-ordered, there is a cafeteria open during the show with food available for purchase.

PRE-REGISTRATION FOR NEXT YEAR - You will be able to pre-register for your same spot for the November 4, 2023 bazaar at the bazaar this year (Saturday, 1-3 p.m. ONLY) in the Bazaar Information Booth in the hallway across from the cafetorium. **If you do not pre-register for the same booth between 1-3 p.m. that day and another vendor would like your booth, it will be given on a first-come, first-served basis. If you want to register again, but not for the same booth, you are encouraged to get your registration form mailed in as soon after the Bazaar date as possible and booths will be filled on a first come, first served basis; however, Bazaar staff will NOT accept any registrations after 3:00 p.m. on the date of the Bazaar.**

BOOTH SIZES: Booth sizes at our event are 8' x 10' in the gym and balcony, and 5' x 12' in the main and academic hallways. There are four booths in the cafetorium that are a bit smaller and reserved for a smaller rate. Vendors asking for or reserving these booths will be contacted regarding the space/cost.

Committee Members:

Registration/Vendor Care - Chrissy Corrigan-Persons

Building Preparation and Set Up/Tear Down Coordinator - Tracy Pritchard
Main Kitchen - Erin Griffes and Stacey Schuberg
Vendor Kitchen - Nancy Moore

Registration Contact Information:

Chrissy Corrigan-Persons, (231) 598-2138;
Email: bazaar@morleystanwood.org;
Website: www.morleystanwood.org/parentresources/holidaybazaar;
Facebook: Morley Stanwood Holiday Bazaar.

Please be patient when asking for a response, as volunteers all work full-time and will respond to Bazaar Inquiries as soon as possible.

PLEASE NOTE: The only way to “reserve” a spot at this event is to submit registration and payment. We will NOT HOLD ANY SPACE resulting from a phone call/e-mail/text, only a fully-paid registration. When the event is full, we will notify those people that they have been placed on a waitlist and they can choose whether to stay there or to have their monies refunded. In general, spaces fill up early in the year, so the sooner after an event you register for the following year, the better.

Payment (checks made out to MS Bazaar) should be mailed with the completed registration form to: Morley Stanwood Holiday Bazaar-11989 5 Mile Rd., Morley, MI 49336.