

2023 MORLEY STANWOOD HOLIDAY BAZAAR
Information & Policies

NEW/IMPORTANT UPDATES FOR 2023

BOOTH SPACE BOUNDARIES: Vendors AND their displays MUST stay within the boundaries of their booth spaces, WITH NO EXCEPTIONS. Please plan your display and vendor seating arrangement to stay within the confines of your marked booth space. No vendors should be sitting/standing in the aisles outside of their designated booth space, as our hallway/customer traffic areas must be kept clear.

HIGH SCHOOL CONSTRUCTION: The front doors of the High School building will be inaccessible to vendors and customers. Vendors in the main hallway (Section M) should plan to unload at the north or south doors instead, for 2023, as there is construction that will not be completed prior to the event.

STANDARD INFORMATION AND POLICIES-Please Read Thoroughly!

REGISTRATION: Registrations are accepted on a first come, first served basis, with ONLY PAID registrations being considered. The only way to “register” for a booth 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 the event you register for the following year, the better. Spaces are filled in alphabetical order, by Section (see Booth Map), and requests made for specific areas are not guaranteed.

PAYMENT: Payment (checks made out to MS Bazaar) should be mailed with the completed registration form to: Morley Stanwood Holiday Bazaar-P.O. Box 532, Stanwood, MI 49346.

HOMEMADE/HANDMADE ITEMS ONLY: Items sold must have a homemade/handmade aspect to them, and cannot be pre-manufactured/purchased items that are being re-sold. If you have any questions about your items, please see one of the committee members.

BOOTH SIZES: Booth sizes at our event are 8’ deep x 10’ wide in the gym and balcony, and 5’ deep x 12’ wide 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.

MONEY/CHANGE: Please bring enough change with you to last you the entire day. We will not be able to provide change for you.

TABLES/POWER STRIPS: Each vendor is asked to bring their own tables and power strip, if needed. Electric must be requested on registration form and paid for with registration. Booth locations with electric access are limited and NOT guaranteed.

CANCELLATION: If requested by September 1, 2023, all monies will be returned, except for a \$5 cancellation fee. After September 1, 2023, there are NO REFUNDS (special circumstances will be decided by the Bazaar team).

UNLOADING/SET UP/PARKING: You may unload at any of the doors marked on the map. Set up is Friday night from 6-8 p.m. ONLY 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 very nice, expanded parking lots, all of which were re-paved last 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!

FACILITY REQUIREMENTS: PLEASE BE CONSIDERATE REGARDING OUR FACILITY/FLOORS. Because we are fortunate enough to be able to use the High School facilities, we ask your assistance in protecting the floors 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.

EVENT HOURS: 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.

STUDENT VOLUNTEERS: 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.

VENDOR LUNCH: 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: As a current vendor, you will be able to pre-register for your SAME BOOTH SPACE for the November 2, 2024 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 want to ask for additional booth space, or to make a lateral move as a current vendor, you may make that request during the pre-registration by signing up for your CURRENT BOOTH SPACE and paying for that and any additional space/lateral move you have requested, and those moves will be considered AFTER pre-registration ends, but before the open spots are filled for the following year.

If you do not pre-register for the same booth between 1-3 p.m., you will lose your current booth space and may register at a later date again, but will not be guaranteed the same booth space.

Bazaar staff will NOT accept any pre-registrations after 3:00 p.m. on the date of the Bazaar.

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.