

**St. Mary's Arts & Craft Bazaar**  
**Vendors Procedures**

**Criteria for acceptance of vendor product:**

- 1) **Submit a photo of several items for sale**
- 2) **Items must be handmade and/or assembled by vendor**
- 3) **No retail store manufactured goods**
- 4) **Items are to be new (except for example: used vase for floral or decorations)**
- 5) **Adult content items are not acceptable**
- 6) **Items are not to be similar to several vendors**
- 7) **Food items are to show a valid licensed kitchen permit**

Bazaar hours are 10-6:30pm on Friday and 9-5:00pm on Saturday. The church has Mass at 5:00pm on Saturday, and would appreciate vendors to refrain from packing until 5:00pm.

**Table rental procedures:**

An 8-foot table with two chairs will be provided. Approximately the space is 8 x 10 feet. Center gym half spaces are 4x10. Your name will be on the table that has been reserved for you. Bring your own table covering. No items are to be pinned or taped to the walls. Lattice, peg board and shelving are acceptable. **You can set up Thursday after 12pm until 7pm.** Friday you can set up after 8am. You should be completely set up by the opening time of the bazaar. Dress warm, as it gets cool with the door open. Table space rental fee is due by October 15, 2018. Day Use Agreement shall be signed and submitted with rental fee. All children must be accompanied by an adult at all times. No animals are permitted in booths.

**Consignment item procedures:**

Day Use Agreement shall be signed and submitted by October 15, 2018. **Vendors can bring their items on Thursday after noon.** The Gathering Space will have 5-foot round tables with tablecloths on them. You can bring a display for your items. Please acknowledge what size your display will be below. **If you do not have a display, we reserve the right to move items around the room to evenly distribute the goods.** Clearly mark and label your items with a **removable tag** with your name or a code number. This tag will be proof for your payment for your items that sell. **Price items as one item to sell and not 3 for \$5, etc.** Make sure you fill out an envelope at the bazaar with your complete address for your payment, along with a sample tag. Your payment will be mailed no later than one week after the bazaar. You can pick up your unsold items and displays after 5:00pm on Saturday. {Only authorized use of candles shall be in accordance to the Uniform Fire Code 1109.8}

Any questions you may email: StMarysBazaar@comcast.net or phone (541) 990-4098

**Thank you for considering St. Mary's Arts and Craft Bazaar**