



# 2016 HOLLY BERRY BAZAAR

## Setup Instructions and Booth Chair Checklist

### Friday, November 11<sup>th</sup> Setup:

- 1:00 – 1:30 p.m. Tables delivered to gym by Rental Company and distributed in the gyms.
- 1:30 – 1:50 p.m. Don Ouellette and a couple helpers will layout the space. As soon as layout is complete, tables will be setup.
- 1:50 p.m. **All Booth Chairs ONLY** arrive and verify that the tables for their booth are set up correctly (*enough room for customers to move freely around your booth and your neighbor's booth?*) Install red table skirts and table covers. Set up any other display structures that will be used to display merchandise.
- 2:00 p.m. **All Booth helpers** begin to bring in and setup the booth's merchandise.

Please do not arrive prior to your scheduled time as you will NOT be allowed into the gym. 'Setup people' need time to do their job. Weather permitting, merchandise can be staged outside the gym doors to expedite moving in.

Bring your merchandise into the gym, using the entrance door assigned to your booth. See assignments below:

**LEFT FRONT DOOR:** Woodcrafters  
Puppets  
Jewelry and Scarves  
Holiday Boutiques

**RIGHT FRONT DOOR** Herbs & Vinegars  
Jam & Jellies  
Baked Goods

**REAR GYM DOOR:** Attic Treasures

**MIDDLE GYM DOOR:** Knitting & Sewing  
Pet Treats  
Gift Baskets

2:30 p.m.

**Hall Decoration Chair** and her committee arrive to decorate and setup the entrance lobby. The lobby needs to be free of activity to allow the large movement of merchandise.

Don Ouellette will supervise the layout of the tables and distribute the red table skirts. Once all tables are in place, the booth chairs may begin applying the red table skirts. These are secured with masking tape (*taped to the top of the tables*). White twin-sized bed sheets are used as table toppers - folded at edge of table to cover just the top of the display tables (*no "overhang"*). Each booth supplies its own white sheets. Don and Dianne will be available to consult about the placement of tables and visual display of merchandise.

Following is a list of supplies that you will need to bring with you for setting up.

**Supplies:**

1. Masking tape (*to attach table skirts to tables*)
2. White twin sheets, clean and pressed (*to use as table toppers*) or equivalent.
3. Extra price tags, pens, notepad, scissors, glue, black or blue markers, calculator, etc. (*things that may be needed to price or repair items*). **MAKE SURE EVERY ITEM HAS A PRICE TAG ON IT.**
4. Structures or items to display your merchandise (*screens, ladders, shelves, risers, baskets, etc.*)
5. Cash box (*HBB Treasurer, Peg Jemison, will give you 'seed' money on Saturday morning*)
6. Supply of charge slips ... printed (by you) from the Forms tab on the web site.
7. Small card table for booth cashier (supplied by you or make arrangement with Jane Kucks)

**We have to be out of the gym by 5:00 PM.**

## Saturday, November 12<sup>th</sup> - Day of Bazaar:

8:00 a.m. Booth Chairs and workers arrive. As in the past, we ask that all wear red or green. Chairs will be given a cash envelope with a list of instructions from the Treasurer, Peg Jemison. Booths CAN accept personal checks but they must be for the exact amount of purchase. You must write the customer's name and driver's license # on the check. There will only be one Credit Charge table located between Jam & Jellies and Baked Goods. Each booth cashier will have a supply of 'charge' slips. Fill in Booth name and amount of purchase. **PACKAGE AND LABEL ITEMS "SOLD" FOR PICK UP WHEN CUSTOMER RETURNS TO YOUR BOOTH WITH THE CHARGE SLIP** (suggest putting customer's name on the bag). Direct the customer to the "Charge Table". The customer will return to your booth to pick up merchandise. Place the processed charge slip in your cash box.

**"Volunteer"** nametags for workers will be provided to each Booth Chair. These are to be distributed to workers as needed and all will be collected at the end of the Bazaar. Workers will leave nametags with the booth when finishing a shift. If you work at another booth, you will pick up a new nametag.

8:30 a.m. Workers may make purchases for themselves at any booth. Please use cash if possible.

9:00 a.m. Doors open to the public!!

Regular pick up of cash (no loose change) will be done by designated "runners" on a regular basis throughout the day. Do not give money to anyone other than these designated runners!

It has been the policy of past Bazaars not to reduce the price of any items except baked goods and perishable food. There will be one additional opportunity to sell merchandise on Saturday Nov. 22 at the Orleans Elementary School. (More information to ensue)

There will be one cashier at this sale and all proceeds will be credited to *"miscellaneous"* sales. If a Booth Chair cannot participate in the above extra sale, please contact Dianne to make other arrangements. You may choose to store leftover non-perishable items for the next bazaar.

**At the End of the Bazaar:**

Chairs of each booth are responsible for cleaning up their booths. **Please leave nothing behind!**

All thank you notes for goods, services and cash donations should be written promptly. If donors need to have a Tax Receipt letter sent from the hospital, please contact Jane Kuck with names, addresses and value \$\$

**IMPORTANT!** All Chairs are responsible for writing a detailed report following the Bazaar. A formatted report form will be provided at a follow-up meeting and is available on the web site. This form will need to be completed and returned to the co-chairs by December 5<sup>th</sup>. An all-inclusive report including pictures will make life much easier for the next chair!

If you have any questions or concerns relating to the above information, please call Dianne.

Sincere thanks for your cooperation!

*Dianne Greaney*