

## GENERAL RULES

1. No table or outside space is considered reserved until payment has been made, a signed copy of the Contract is on file, 3 pictures of your merchandise have been received.
2. **Cancellation Policy:** We realize that emergencies do arise and we will work with you. If you do have a problem, call the Gift Alley Coordinator as soon as possible.
3. **No subleasing of booths or your booth will be forfeited without refund!**
4. **Provide your own change, moneybox and bags. Please, please** watch your money carefully! Because of crowded conditions, it will always be possible for someone to “help themselves” if you are not watchful.
5. **No prepared food may be sold by any vendor unless specifically authorized by the Coordinator. Church volunteers will sell baked goods, lunch and snacks in the Sugar Plum Tea Room.**
6. All items offered for sale in the Market Booths must be FIRST RUN ITEMS (no beanie babies, garage sale items, or white elephants). **Please keep in mind this is a church sponsored show and that your merchandise is appropriate for the venue.**
7. It is up to the exhibitor to be responsible for required sales tax on merchandise sold.
8. You may check-in Thursday evening, November 11<sup>th</sup> from 2:00 pm – 9:00 pm or Friday morning, November 12<sup>th</sup> from 7:00 am – 9:00 am.
9. **You may not close your table/booth before posted closing time. *This is a show killer. I will take notes and you will not be invited back to Gift Alley***
10. A police officer will be on duty at the following times:
  - Thursday, November 11<sup>th</sup> from 6:00p.m. to 7:00a.m. Friday, November 12<sup>th</sup>
  - Friday, November 12<sup>th</sup> from 6:00p.m. to 7:00a.m. Saturday, November 13<sup>th</sup>**DOORS OPEN at 7:00 AM Friday and Saturday.**
11. **No electricity is promised to any booth space.**
12. All tables must be covered.
13. The Gift Alley Coordinator reserves the right to bar any exhibit or part of any exhibit, person, or thing that is not in keeping, in the Coordinator’s opinion, with the purpose and character of Gift Alley. **Unprofessional or rude behavior will not be tolerated under any circumstances.**
14. In the event of any dispute, the Coordinator of Gift Alley shall be the sole judge and that decision shall be final.
15. **ALL BOOTH ASSIGNMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE AT THE DISCRETION OF THE GIFT ALLEY COORDINATOR!**

## INSIDE SPACES – Both Buildings (MFC, FLC)

1. **No smoking.**
2. **No blocking exits** due to fire regulations.
3. Chairs will be provided for inside tables **UPON REQUEST AT CHECK IN. No tables are provided.**
4. **NEW BUILDING RULES:** Do not drag any objects on the floor. You may use wagons or movers with **rubber wheels only** to move heavier objects that you can’t lift. All objects, displays or containers must have felt pads underneath to protect the new floor.
5. Your space will be marked off by tape on the floor. **Please be sure nothing exceeds your space.** Keep excess merchandise under the table. It must not in any way block walking areas or block space between tables. Please use table cloths as appropriate.
6. **All wall space is unavailable for exhibitor use.** You will need to provide your own pegboard or display for wall space. No part of your display may extend beyond the length of your table or beyond the boundaries defined by tape on the floor.

## OUTSIDE SPACES

1. Please be sure nothing exceeds your 10’x10’ space. If you would like, you may bring a canopy to cover your space as long as it does not exceed the 10’x10’ boundaries, unless your neighbor wishes to share. Please do not set up any chairs inside the aisles outside your space.

**RAIN POLICY: We will not issue refunds due to rain.**

## **PARKING AND UNLOADING PROCEDURES**

These procedures have been put in place to provide more parking space for your customers and to ensure goodwill between operators of the Gift Alley and the schools and businesses in the area. Your non-compliance with these rules cost your invitation for next year.

**Please keep in mind that Alvin Community College is across the street on Grand Blvd. Also note that Pearland State Bank is across the street on Houston. Parking on bank property is for bank customers only! They have the right to tow vehicles from their property.**

1. Vendors may set up their booth on Thursday evening the night before Gift Alley; but only between the hours of 2:00 p.m. and 9:00 p.m. You must remove your vehicle/trailer from the unloading area by 9:00 p.m. on Thursday, November 11, 2010.
2. You will be given a reasonable amount of time to unload your merchandise and move your vehicle. You will not be allowed to leave your vehicle parked in the unloading area while you set up your booth. Please be kind to your fellow vendors. Unload and Move. . .remember this is your customer parking. After 9:00 a.m. on Friday, the unloading zone will become public parking, so it is imperative that you be unloaded and away from this area by that time