



A FIRST CAPITAL PROPERTY
Shopping For Everyday Life

September, 2007

CHARITY BAZAAR – GENERAL INFORMATION

Port Place Shopping Centre holds Charity Bazaars at the centre from time to time. If you are interested in participating, please review the following information then download and fill out the “Application for Booking”. Once we receive your application, your group will be added to our mail list and you will be forwarded information on future charity bazaars.

Please note the changes in acceptable items for sale at the bazaars. I’m sure you will understand that we are endeavoring to bring up the quality of our events, thereby increasing your fundraising possibilities.

NOTE: New Specifics: “Each group will be provided with ONE dressed and skirted table which will be labeled with your group name. *Fire restrictions prohibit the use of additional tables extending beyond the width of the tables provided. Please do not bring in additional card tables or displays that will infringe on the aisles of the areas of the surrounding groups. *Chairs are your responsibility. *Set up begins at 8:00 a.m. and you must be ready for operation by 9:30 a.m. when the rest of the stores open for business and remain open until 5:30 p.m. These times are mandatory and help to ensure a successful event for all. *Your table decorations and signage are important for successful fundraising and should be as attractive as possible. (NOTE: no tape, pins or staples are permitted to be used on the tablecloths or skirting).

Because all items left at your table are done so at your own risk, please man your booths at all times between 9:30 and 5:30. Shopping carts used to bring in items for sale MUST be removed from your table area BEFORE 9:30 a.m. Once you have unloaded your vehicles they should be moved to the rooftop parking to save valuable entry-level parking spaces for our (and YOUR) paying customers.

Administration
Port Place Shopping Centre