



# The 2018 AWA Charity Bazaar

AWA is thrilled to hold its 31st Charity Bazaar once again at PMQ, 35 Aberdeen Street, Central, in the ground floor Courtyard and Marketplace, on Thursday, 1 November, 2018 from 11:30am to 7:30pm.

We are excited to offer our favorite vendors, old and new, the benefits of this wonderful venue: great location, easy accessibility, extended evening hours, and walk-in traffic from a bustling neighborhood. All that, and AWA's usual avid shoppers, will be there to discover the unique and wonderful products on offer.

All vendor tables will be on the same ground floor level, along with Lucky Lai See and AWA's Giving Tree, festively decorated in the spirit of the approaching holiday season. Both full and half tables are available. Space is limited, so we encourage you to reserve your table early and are, once again, offering early bird pricing for reservations made before 15 June 2018.

As always, we are so grateful for your support. We rely on our vendors to bring vibrancy and interest to this, our largest fundraising event. You help us achieve our goals of providing scholarships and funding to local Hong Kong charities. We hope you will join us for another amazing event!

If you would like to know more about AWA and our charity work please email [charities@awa.org.hk](mailto:charities@awa.org.hk) or visit our website [www.awa.org.hk](http://www.awa.org.hk).

# The 2018 AWA Charity Bazaar

We have a limited number of spaces, but we will make every effort to accommodate your vendor needs. Please complete and return the attached application form.\*

## Regular Table (6' x 3')

HKD 5,700 until 15 June 2018

HKD 6,200 after 15 June 2018

## Half Table (3' x 3')

HKD 3,100 until 15 June 2018

HKD 3,600 after 15 June 2018

Included in your package:

- The AWA will provide lunch and beverage for vendors during the event as we know it might be difficult to take a break

Promotion:

- Your company name and/or product photo (if provided) in October's Bazaar issue of AWA member magazine AWAre
- Your logo and/or product photo in social media coverage with link to Facebook page

\*Notes:

Applications received after 31 August, 2018 will not be included in October's AWAre magazine. Applications received after 15 October 2018 will be included in the Bazaar post-event coverage.

The Half Table option is available as 'Table Only', it is NOT available as 'Space Only'. No racks may be used for Half Table option.

## Additional Marketing Benefits

We would like to offer all our vendors a discount to advertise in the October Big Bazaar issue of AWA's AWAre Magazine which reaches 1000+ members and affiliated member companies and organizations.

Full Page HKD 2,700 (Regular price HKD 5250)

1/2 Page HKD 1,500 (Regular price HKD 3000)

1/4 Page HKD 1,000 (Regular price HKD 1870)

This page is for reference only and does not need to be returned with your registration. Please confirm that you have fully read, understand and agree to the guidelines below by signing the Vendor Registration form.

1. PRODUCTS BEING SOLD: Please be specific when describing the merchandise being sold, so that we can determine your table location and arrange for the best flow and assortment for shoppers.
2. RACKS only: Spaces for racks must be purchased as full table packages, this option is NOT available to half table vendors. All racks must fit within the 6ft x 3ft space – no overspill please. Please let us know how many racks you intend to bring (maximum three per space).
3. DISPLAY BANNERS will be permitted behind your table only. No display banners will be permitted in the aisles, between, on top off or in front of any of the tables. No Booths/awnings are allowed.
4. Timing of the bazaar is from 11:30am until 7:30pm. Venue set-up will begin at 7am and vendors are to arrive no earlier than 9am and complete table set-up before 11:30am. Vendors must remain with their tables displayed until the end of the event at 7:30pm.
5. The only storage available for vendors will be under or behind your table – the size of storage corresponds to the size of your table. The AWA is unable to store any boxes or containers for vendors. Excess must be removed or stored off site.
6. The AWA will undertake advance publicity about the event and ask that you help publicize our Charity Bazaar to your customers. Our bazaar logo will be made available to vendors for your use in promoting this event. If vendors provide website and facebook information, they give permission to the AWA to post links to same through social media event promotion.
7. The AWA will arrange the venue decoration. White tablecloths are provided for all tables.
8. No food or drinks to be sold for immediate consumption by any vendor.
9. Access to electricity can be purchased at additional cost. Two electrical sockets per full table are available and one socket per half table can be provided. Vendors are responsible for bringing their own extension leads.
10. The AWA will NOT charge an admission fee to event attendees.
11. The AWA is not liable for, nor will be responsible for, any loss of property, injuries, accidents or death to members and guests participating in the event. Further, if, for any reason unrelated to any action, direct or indirect, by the AWA or its members, vendor agrees to hold harmless AWA and its members from any claims for damages, refunds or otherwise. All bazaar vendors must arrange their own insurance coverage to participate in this event.
12. The AWA has the final decision on the acceptance of vendors in order to maintain a harmonious mix for a successful event.
13. Any cancellation or refund request is subject to the table space being resold.
14. Requests must be made prior to October 1st, after which no refunds will be made.
15. Please email [vendor@awa.org.hk](mailto:vendor@awa.org.hk) if you have any questions.



# 2018 Charity Bazaar Vendor Registration Form

## A. APPLICANT DETAILS (\*indicates a required field. Will not be processed if incomplete)

|                       |  |               |  |
|-----------------------|--|---------------|--|
| *Contact Name         |  | *Company Name |  |
| *Address              |  |               |  |
| *Email                |  |               |  |
| *Mobile Phone         |  | *Office Phone |  |
| Website               |  |               |  |
| *Product/Service Sold |  |               |  |

## B. TABLES (Please "x" your choice)

|            | Deadline 15 June, 2018             | Deadline 30 September, 2018        |
|------------|------------------------------------|------------------------------------|
| Full Table | <input type="checkbox"/> HKD 5,700 | <input type="checkbox"/> HKD 6,200 |
| Half Table | <input type="checkbox"/> HKD 3,100 | <input type="checkbox"/> HKD 3,600 |

## C. SPECIAL REQUESTS (Please "x" your choice)

|                                                                                |                                                                                   |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Require access to Electricity (additional fee: \$200) | <input type="checkbox"/> Space only, no table (for FULL TABLE vendors only)       |
| <input type="checkbox"/> Other                                                 | <input type="checkbox"/> Credit Card processing (dependant on numbers interested) |

## D. ADDITIONAL ADVERTISING (Please "x" your choice)

|                                              |                                              |                                              |
|----------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Full ROP: HKD 2,700 | <input type="checkbox"/> 1/2 page: HKD 1,500 | <input type="checkbox"/> 1/4 page: HKD 1,000 |
|----------------------------------------------|----------------------------------------------|----------------------------------------------|

## E. PAYMENT

TOTAL PAYABLE: B (Table) + D (Additional Advertising) = HKD \_\_\_\_\_

By Cheque  Payable to American Women's Association. Please print your name on the back of cheque.

Cheque Number: \_\_\_\_\_

By Credit Card  Mastercard  Visa  *\*note if paying by credit card a 3% charge will be added to the total*

Credit Card Number: \_\_\_\_\_

Card Expiry Date: \_\_\_\_\_ Card Issuing Bank: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

**IMPORTANT: I confirm that I have read, understand, and agree to the AWA Bazaar Guidelines provided on page 3 of this AWA Charity Bazaar Vendor Registration Form:**

|                          |                     |
|--------------------------|---------------------|
| Signature of Acceptance: | OFFICE USE ONLY     |
|                          | Processed by: _____ |
| Date: _____              | Date: _____         |

Please email, fax or mail your completed application to the AWA office:

Email: vendor@awa.org.hk Fax: +852 2865 7737 Mail: Office No. 5, 11th floor, Arion Commercial Centre, 2-12 Queen's Road West, Hong Kong (if you are mailing or faxing your application, please also email us so we know to expect it)