



BCI TRADE DAYS 2021

2-6th August 2021

VENDOR REGISTRATION

CONTACT PERSON:

TELEPHONE:

MOBILE:

EMAIL ADDRESS:

FACEBOOK NAME (IF ANY):

STALL NAME:

Pa Enea (Island):

Choose (tick) your vendor/stall type:

1. **Food/Drinks:**

No. of People in your Tent:

Provide a description of what food or precooked items will you be selling at your stall.

Option 1: _____

Option 2: _____

Option 3: _____

Please note: BTIB requires all vendors to sell a variety of food items at the event. We cannot allow 5 chicken curry vendors at the same time. If you are selling a similar item, we may ask you to sell a different option. A final list of all food vendors will be provided prior to the event. BTIB will only accept 15 food vendors. We appreciate your understanding.

2. **Arts or Crafts:**

No. of People in your Tent:

Please provide a description of items that you will be selling. This will help us to promote the type of arts/crafts in your stall.

3. **Other: Ministries, Agencies, NGO's, Churches:**

Please provide a description of what you will be promoting | marketing at your stall.

No. of people in your tent:

4. **Pa Enu** - Please provide a description of items that you will be selling.

No. of people in your tent:

Event Fees

Stall Fee costs \$40.00 per day. Vendors will be provided with a 3x3 tent, trestle table, 2x chairs and a black board to help display your items/service. Stall day options, please tick the following:

- Mon 2nd & Tues 3rd - 2 days only**
- Thurs 5th & Fri 6th – 2 days only**
- Mon 2nd, Tues 3rd, Thurs 5th & Fri 6th – ALL 4 days**
- Electricity plug in - \$5per day - you must provide your own long lead**

Rules & Regulations:

1. You must trade for those days that you have selected. If you have chosen 4 days, you must trade on all 4 days and be present on the days you have selected. You will not be able to swap with other vendors as well.
2. Stallholders are required to provide at least 7 days' notice if unable to attend the event. This will allow time for BTIB staff to find a suitable replacement. If notice is not provided within 72 hours or 3 days before the event starts, fees will be lost.
3. Stall sizes are strictly 3m x 3m. The stall space is defined by BTIB staff based on the planning of this event. Booking of space and positioning of all stallholders is the responsibility of BTIB. If you have a food trailer, you must make special arrangements with BTIB directly.
4. Please ensure that you have two people at one time at your stall. Rotation and taking shifts is encouraged. At all times, man your stall, do not leave it empty during the event.
5. **Based on feedback from previous events, customers complained that vendors ran out of food by 12pm. Please ensure that you have enough food sales by 2pm. BTIB requests that you do not pack out before 2pm if you have ran out of food. If you do run out of food and you decide to pack early before 2pm, you may not be considered for future events. With proper planning, have the right amount of stock / items for**

your stall to sell to the public. BTIB can provide you with help for budget / costing services for your stall if required.

6. Stallholders must maintain their stalls in a clean and tidy manner at all times. Stall holders are responsible for the removal of their own rubbish, packaging and recyclable materials and must ensure the site is left clean at all times. Waste bins will be provided for vendors.
7. Please ensure you have your Food safety certificate on display at the Event. MOH will be attending the event and request this certificate prior and during this event. Understand your obligations when you are running a stall and follow the food safety standards.
8. BTIB requests that you wear safety-required gloves at all times when handling food.
9. A vendor workshop will be held prior to the event on the Tuesday 20th of July. All vendors, should attend this workshop. You can send an representative if you are not able to attend this yourself. Guest speakers include MOH, packaging options or Rent a Plate, Tips on product display, composting options for your food scraps, use of black boards (supplied by BTIB), layout of the event and your confirmed location on the map.

Please read and sign the following:

I confirm that I have read, understood and agree to the rules and regulations for operating a stall at the event.

I agree to have my stall open 9am to 2pm on the agreed days I will be set up. I must comply with the required pack in by 8.00am at the latest and pack out time is 2pm. Vehicles will not be permitted in the event area by 8.30am. I understand that entrance / exit areas will be blocked off from 8.30am onwards. I will be ready by 8.30am for a 9am start.

I accept full financial responsibility for payment of the site and associated costs. Full Payment is required 20 days prior to the event starting for planning purposes. Payment fully paid by 15th July 2021.

I understand that the photographs & film footage may be taken of me (or of person/s in my charge) by authorised person/s to be used by the Business Trade & Investment Board or BCI in any publicity/promotion, regarding the Business Trade & Investment Board and/ or its events, free of charge and for nonspecific period of time, nationally and internationally.

Signature: _____ Date: _____

Your Full Name: _____

Office use only:

Payment completed:

Vendor Allocation on site map:

Days of trading confirmed:

Pa Enea: Total KG's: _____

Comments: