24TH ANNUAL CHARITY BAZAAR 2018 – INTERNATIONAL WOMEN’S CLUB IN BULGARIA

2ND OF DECEMBER 2018 - SUNDAY
INTER EXPO CENTER
10.00-19.00

Thank you
FOR YOUR SUPPORT
Dear Stallholders and Friends,

The International Women’s Club of Sofia (IWC) is pleased to announce that preparations are underway for its 24th Annual Charity Bazaar, scheduled to take place from 10:00 AM until 7:00 PM on Sunday, 2nd of December 2018 at the Charity Bazaar Official Venue Inter Expo Center–Sofia.

How to get involved

**Organize a stall** for your home country, or organize stall to reflect a passion or area of interest. For example: glass painting, photography, donated artwork or crafts - the possibilities are endless: Cultural events in your country, Typical food, Costumes, Travels, Tombola, etc.

**VERY IMPORTANT:**

**Completing the Stallholders’ registration forms**

The Stallholders’ Registration Form consist of two parts – **Part 1**, which registers your participation in the Bazaar, and **Part 2**, which gives information about the ‘furniture’ you will need for your stall.

There are several ways to submit your registration. **You can register online** at the IWC website: [www.iwc-sofia.org](http://www.iwc-sofia.org). And also an **electronic version** of the form is available for you to complete and return by e-mail or you can fill in the attached registration form and hand the **hard copy** to a bazaar team member.
23rd Annual Charity Bazaar
Sunday 3.12.2017
Annual Charity Bazaar 2018
Dear Stallholders,

For better orientation and more efficient organization, this year we have prepared with the help of IEC two models of exhibition stands. We have used the most preferred by you sizes as exhibitors and participants.

`Each of these 2 models can be completely changed – can be bigger, or more closed, more open, etc. Anyone of you who has been a Stallholder of the annual Charity Bazaar for many years can keep the same size of the stand normally used till now or introduce some changes to improve better exposition of the goods.`
STANDART STAND with walls - 3x3 - 9m² minimum including:

- Carpet / Antracite
- Electricity, 2kW/220V
- Triple plug socket, 1 PCS.
- Chairs, 2 PCS.
- Table, 1 PCS.
- Lights, 2 PCS.
- Fascia board for sign & flag, 1 PCS.

Format: ai, eps, cdr, psd, pdf, tiff (vector file, convert to curves)

Flag hanging above stand

Notes: ........................................................................................................................................
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STANDART STAND – 6mx3m 18M2 two side open stand:

STANDART STAND - B
TWO SIDE OPEN STAND, 18m2
CARPET / ANTRACITE
ELECTRICITY, 2kW/220V
TRIPLE PLUG SOCKET, 1 PCS.
CHAIRS, 2 PCS.
TABLE, 1 PCS.
EXHIBITION TABLE - 50x100x80, 2 PCS.
(round or square, no guarantee for the shape).
LIGHTS, 2 PCS.
FASCIA BOARD FOR SIGN & FLAG, 1 PCS.
FORMAT: ai, eps, cdr, psd, pdf, tiff (vector file, convert to curves)
FLAG HANGING ABOVE STAND
CEILING 4.5m2
International Women’s Club of Sofia 2018 Charity Bazaar
Stall space request form
Please complete (type!) and email to stallholder.iwcbazaar@gmail.com or complete online

Type of request  □ New   □ Revision of earlier request

Name of stall: ___________________________  Contact person: ___________________________

Contact phone: _________________________  Contact email: ____________________________

We will be requesting more than one stall space:  □ Yes  □ No

If you are requesting more than one stall space, please complete one form for each space requested.

Sign: □ I am a new stall/have a name or flag change and need a sign  □ No, we have a sign

Location:  □ Exhibition Hall 3 or 4  □ Outdoor Christmas Market

Size of stall:

□ Standard option B—6 meters x 3 meters, 2 side open stand (see image on next page)

□ Standard option A—3 meters x 3 meters, 1 side open stand (see image on next page)

□ Christmas market stall

□ Other—please describe location and size________________________________________________________

________________________________________________________

________________________________________________________

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After we receive your form, your stall will be assigned to a designated person on the IWC bazaar stallholder team. For the further design of your stall and special requests, please work closely with this person. We will work together on your stall layout and make sure you obtain the furniture and equipment you need for a successful stall.
Outside area
**ALL LOGOS HAS TO BE ON FORMAT:** AI, EPS, CDR, PSD, TIFF /vector file convert to curves/  Please, Don’t Forget!
What you need for your participation:
1. Please, complete and return Stallholder’s registration Form Part 1.
2. Please, complete and return the Form part 2 for the stand size and furniture you may need.
3. Please, send details of the person in charge of the stall.

NOTE: It is useful to have more than one contact number and e-mail address (other than the organizers’).

In each stall you have by default: triple plug socket, electricity 2 kw/220 volts
If you are using electrical items, please
- Make sure the cables are long enough;
- If you can, bring extension cables;
- If you can, bring a power board with a surge protector.

Please, indicate if you will be bringing any coolers or microwave ovens, as we need to advise the Inter Expo Centre of the total number of these items.

Please, indicate if you stall need walls. Some of the stalls can be without walls, just tables.
WHAT TO DO? WHAT TO BRING?

Please, DON’T FORGET YOUR FLAGS. DEADLINE : 20 OF NOVEMBER 2018

- Price all items in Bulgarian leva
- Cash box or money belts
- Extra trash can/bin and liners
- Utensils, etc for any food preparation
- Extension cables & power boards if required
- Table dressings
- Paper, pens, coloured markers, price tags or stickers, bags.

Need help organising your stall?
- Find others who are interested in participating in the Bazaar.
- Meet to get ideas and to see what supplies you will need.
- Take advantage of travels abroad to stock up on materials for your stall.
- Plan to fundraise so you have resources available for your stall.
Stall setup and display

The IWC Bazaar is an exciting event – almost like having the whole world under one roof! It is a chance for visitors to go from country to country in only 1 day. Be creative with your stall and make it as attractive as you can. Change something, for ex.: your theme or decoration from last year’s, to keep your stall interesting. Perhaps you can add more or different props, costumes, etc.! Also plan your stall so that you can accommodate customers on the best way.

Do not forget to bring tablecloths to cover the tables and the stands. Inter Expo Center does not offer this option.

Although the official sale day is Sunday, 2\textsuperscript{nd} of December. Each Stallholder can start selling from their stall on Sunday from the VIP opening.

However, keep in mind that it is important to maintain sufficient quantities of goods and to keep your stall looking attractive for Sunday’s minimum till 5.00 PM. The visitors came to learn about your country, to taste your delicious food, to see what is typical…. And to make Charity...
The Inter Expo Centre supplies a prearranged quantity of FREE tables, chairs and plug outlets.

*The IWC will be charged for any additional quantities of these items. We will also be charged for the use of shelves, fridges, bars, vitrines, microwaves or special lighting, so please keep this in mind, if you request them.*

*We suggest that, if possible, you bring these items.*

Or perhaps you could ask your sponsor(s) to supply them or pay for them.

Thank you!
ANNUAL BAZAAR TEAM 2018:

Stallholder coordination and stall layout
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