INTERNATIONAL WOMEN’S CLUB OF SOFIA
24th ANNUAL CHARITY BAZAAR

DECEMBER 2, 2018
9 am - 7 pm
INTER EXPO CENTER

THE WORLD COMES TO YOU

YOUR TICKET IS WAITING FOR YOU AT:
ticketportal
www.ticketportal.bg

Take the metro to the bazaar!
Inter Expo Center - Tsarigradsko shose
Contents of stallholder packets

- Bazaar floor plan
- Volunteer/stallholder/entertainer bracelets—number requested
- Car delivery passes – number requested
- Car parking pass—1 per stall
- Complimentary tickets for sponsors if requested.
- Food safety instructions
- Stallholder declaration in English and Bulgarian—sign either version and return to Zarina at registration desk
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, November 21</td>
<td>Fourth Stallholders Meeting at Japanese Ambassador’s Residence. Advance bulk ticket sales, Signing of stallholder declarations, Collection of all flags to be hung. Deadline for changes to entertainment program.</td>
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</tbody>
</table>
## Key events calendar (2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Nov 30</td>
<td>10:00-11:00</td>
<td>Inter-Expo Center</td>
<td>Training on POS terminals, upstairs (Unicredit)</td>
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<tr>
<td></td>
<td>10:00-17:00</td>
<td></td>
<td>Finishing stall physical setup by IEC &amp; IWC</td>
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<tr>
<td></td>
<td>10:00-17:00</td>
<td></td>
<td>Delivery of stall furniture, equipment and materials</td>
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<tr>
<td></td>
<td>All day and night</td>
<td></td>
<td>Construction of tent in Christmas Market (Nu Boyana)</td>
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<td></td>
<td></td>
<td></td>
<td>Assembly of market stalls by IWC volunteers</td>
</tr>
<tr>
<td>Saturday, Dec 1</td>
<td>8:30-17:30</td>
<td></td>
<td>Stallholders set up stalls with all products</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Stallholders collect cash “float”, POS terminals, treasury passes and any additional bracelets &amp; passes at bazaar information desk</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Continued delivery of stall furniture, equipment etc.</td>
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<tr>
<td></td>
<td>13:00-17:30</td>
<td></td>
<td>Stallholders set up outdoor stalls</td>
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<td></td>
<td></td>
<td></td>
<td>If any problem contact bazaar information desk.</td>
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</tbody>
</table>
# Bazaar Day: Sunday December 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7.30–9.00</td>
<td>Stallholders and volunteers with bracelets may enter Inter-Expo Center</td>
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<tr>
<td></td>
<td>Stall set-up and deliveries—perishable items</td>
</tr>
<tr>
<td></td>
<td>Final preparations</td>
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<tr>
<td>8:30–10.00</td>
<td>Those with VIP tickets and opening ceremony invitations may enter</td>
</tr>
<tr>
<td>9:00</td>
<td>All stalls in Hall 3 and Hall 4 open for VIP shopping</td>
</tr>
<tr>
<td>9:00–9:30</td>
<td>Formal opening ceremony in Foyer</td>
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<tr>
<td>9:30–10:00</td>
<td>Tour of bazaar by dignitaries and press</td>
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<tr>
<td>9:30–12:00</td>
<td>Musical program in Foyer</td>
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<tr>
<td>9:45–17:00</td>
<td>Hall 4 entertainment program</td>
</tr>
<tr>
<td>15:00–19:00</td>
<td>Christmas Market entertainment program</td>
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<tr>
<td>17:00–19:00</td>
<td>Evening at the Bazaar, dancing in outdoor area</td>
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<tr>
<td></td>
<td>Indoor stalls start closing and cleaning up</td>
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<td></td>
<td>Hall 3 unsold items may move to Hall 4</td>
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<tr>
<td>19.00–21.30</td>
<td>Cleanup and final accounting</td>
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<td></td>
<td>IWC volunteers move furniture to door for pickup</td>
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<tr>
<td>21:30</td>
<td>Access to Inter-Expo Center ends.</td>
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</table>
## After the Bazaar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</table>
| **Monday, December 3**    | Disassembly of wooden market stalls  
| 7:00–13:00                | Pickup of rental furniture and equipment  
| 9:00–13:00                | Flags picked up from IEC, brought to IWC office  
| 17:00                     |                                                                                  |
| **December 11, 2018**     | Thank you coffee—Crystal Palace Hotel  
| 10:30–12:00               | Flags returned to stallholders.                                                   |
| **January–February 2019** | Thank you cocktail                                                               |
| **Date to be determined** |                                                                                  |
Note: Remember we are trying to raise money for charity—when setting prices

- Please do NOT compete with other stalls by lowering your prices.
- Please do NOT give unsold items away for free.
- Please do not trade food with other stalls—sell it to them.
- Recommended price for bottled water—1 lev
- Recommended price for Coke & soft drinks – 2 leva.
- Recommended prices for other items: compare with retail.
Floor plan for the bazaar
Car Passes

DELIERY CAR PASS
30 Minutes Only

Valid:
Friday, 30 November 2018
Saturday, 1 December 2018
Sunday, 2 December 2001
Monday, 3 December 2018

IWC ANNUAL CHARITY BAZAAR
Saturday, 1 December: Doors 3A, 3C & 4B, 4C
Sunday, 2 December: Door 3B (right hand side of Expo Centre)

STALLHOLDER CAR PASS
Valid: Friday 30 November - Saturday 1 December - Sunday 2 December 2018

IWC ANNUAL CHARITY BAZAAR
Please use the Car Park at the back of the Expo Centre
Entry passes
Volunteer T-shirts have these logos

**VOLUNTEER**

IWC SOFIA
CHARITY BAZAAR

OTHER LOGO/SPONSOR

ПОВИКАЙ МЕ!
ASK ME!
Complimentary (Gift) Tickets

Gift tickets are for your sponsors (NOT volunteers)

All Ambassadors, charges d’affaires and honorary consuls have been invited to the opening ceremony and VIP shopping; their names will be on an RSVP list.

Gold and silver sponsors will also be invited to the opening ceremony and VIP shopping.
Security

- On the day of the bazaar, Force Delta is in charge of security.
- They will be screening ALL volunteers, guests, press through metal detectors and examining bags. NO exceptions!
- Knives and other potential weapons will be confiscated.
- Force Delta will be guarding the stages.
- In case of fire, contact the nearest security guard and he will extinguish it.
- In case of conflict, contact Force Delta and the bazaar information desk.
- In case of emergency evacuation, follow Force Delta’s instructions and tell visitors to do so.
- Points of Contact: Ivo Nedyalkov – 0885 304 417 and Georgi Tonchev – 0887 414 338
- Security instructions will be posted at each stall.
Health and safety

- **Food:** Keep our bazaargoers healthy by preparing food safely
  - Clean: Wash your hands, wear gloves and clean surfaces
  - Separate: If using raw meat or fish, keep it separate from other foods
  - Cook food thoroughly, check with a food thermometer
  - Chill: Keep food on the counter no more than 2 hours.
    - Check that your refrigerator is 0–5 degrees C.

- **Knives:**
  - Must be brought into the Inter-Expo Center Friday or Saturday
  - Will be confiscated if brought in on Sunday
  - Keep them sheathed and hidden when not in use
  - Keep the cutting surface away from children and bazaar goers
Health and safety

- **Stoves, barbecue grills, other cooking equipment**
  - Talk to us about a plan to keep cooking safe.
  - No open flame or gas inside the Inter-Expo Center.
  - Propane canisters must be handled only by designated, trained people.
  - We will train volunteers to handle the propane heaters in the outdoor area.
  - Grilling in the grill area only.
  - *Question: Who is bringing a grill?*

- **Medical**
  - The medical assistance point is on the left side of the foyer.
  - An ambulance is standing by in case of need.
  - Contact Delta Force or the Bazaar Information Desk if assistance is needed.

- **Bazaar Information Desk**
  - We will make a duty schedule. The list of phone numbers and who is on duty will be posted at each stall.
Food waste and non-recyclable waste (dirty paper or cardboard) goes in large black trash cans in halls or in black trash bags provided to each stall.

Plastic bottles and dishware goes in yellow recycling bags provided to each stall.

Clean paper and cardboard boxes, clean paper bags and empty milk and juice cartons go in blue recycling bags provided to each stall. (Fold boxes and bags first)

Glass bottles (if any) go in green recycling bags. We will have a few.

IWC volunteers will come around with carts collecting full trash bags at regular intervals, and will supply each stall with a new bag of the same color collected.
Notes

- Allied can still do more deliveries. Let us know as soon as possible.
- Still looking for activities to list in the downloadable bazaar schedule
- Keep making Facebook postings and tag IWC.
- Send your sponsors Facebook links, You Tube video links and IWC banners with link to ticket purchases.
- The logo deadline for the bazaar banners has passed
- However, please keep recruiting sponsors and collecting logos. There is time to get them in the electronic bazaar directory, TV screens, web site and thank you brochure!
- More tombola items welcome please!!!
Entertainment

- **Foyer 9:00–12:00**
  - Opening ceremony 9:00–9:30
  - Sofia Brass Band 9:30–11:30
  - Armin Jan Hoffman 11:30–12:00
  - Santa 12:00–17:00

- **Main stage 9:45–17:00**
  - MCs—Atanas Stoyanov and Martina Mihaylova
  - 28 local and international groups proposed by stallholders
  - Four Bulgarian Stars:
    - 13:00 Ruth Koleva, 14:00 Poli Genova
    - 15:00 Dessy Andonova, 16:00 Vessy Boneva
  - 17:00 Finale: Korean Drummers parade to the Christmas Market.

- **Christmas Market stage 15:00–19:00**
  - Seven local and international groups proposed by stallholders
  - Evening at the Bazaar 17:00–19:00: Dancing to Ustata and Mehehe