25TH ANNUAL CHARITY BAZAAR 2019 –
INTERNATIONAL WOMEN’S CLUB IN BULGARIA

1.12.2019 SUNDAY
WHERE? INTER EXPO CENTER

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 25th Annual Charity Bazaar, scheduled to take place from 10:00 AM until 7:00 PM on Sunday, 1st of December 2019 at the Charity Bazaar Official Venue Inter Expo Center–Sofia.

Whats new this year?
All we celebrate 25 years of the biggest Charity bazaar on the Balkans. This is our celebration. And this year we want to be different.

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, declaration for your participation in the Bazaar, and
Part 2, which gives information about the ‘furniture’, space request and
what 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. 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.
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_____________________________________________

______________________________________________

______________________________________________

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.
**Organize a stall** for your home country and increase your sales. With your help we will donate more. For example: glass painting, photography, donated artwork or crafts, typical food, souvenirs, etc.

And or organize cultural/entertainment corner to reflect a passion or area of interest of your country for **HALL 3**.

For example: the possibilities are endless: Cultural events in your country, Costumes, Travels, Tombola, etc.

**In HALL 3 you can be part of the musical program during the all day.**
What you need for your participation:
1. Please, complete and return Stallholder’s registration.
2. Please, complete and send all for the stand size and furniture you may need or any change from past year.
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.
For each stall we organize enough tables to cover the stall, walls where you can put your posters, chairs, light, carpet, your logo

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

**WHAT TO DO? WHAT TO BRING?**

Please, **DON'T FORGET YOUR FLAGS**. DEADLINE : 20 OF NOVEMBER 2019

- 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.
ALL LOGOS HAS TO BE ON FORMAT: AI, EPS, CDR, PSD, TIFF
/vector file convert to curves/ Please, Don’t Forget!
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.

Although the official sale day is Sunday, 1st 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 6.30 PM. We offer cheaper tickets after 3.30 P.M. 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.