25th Annual Charity Bazaar

December 1, 2019
9:00–19:00
Inter Expo Center

The world comes to you

International Women's Club of Sofia
Contents

- Bazaar floor plans - in this presentation, uploaded on IWC Web site and on Facebook
- Volunteer/stallholder/entertainer bracelets - number requested
- Car delivery passes - number requested
- Car parking pass—1 per stall
- Complimentary tickets for sponsors - number requested
- Security instructions - copy to be sent by email
- Stallholder declaration in English and Bulgarian—sign either version and return to Zarina at registration desk
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</table>
| Wednesday, November 20      | Third Stallholders Meeting  
Italian Ambassador’s Residence  
Complimentary tickets provision  
Signing of stallholder declarations  
Collection of all flags to be hung.  
**Presentation of the entertainment program** |
| 10.30-11.30                 |                                                                      |
| Friday, November 22         | Deadline for signing of bazaar agreements  
Deadline for collection of flags to be hung  
Stallholders to receive detailed floor plan of bazaar  
**Deadline for comments: Monday November 26** |
<p>| IWC office in Tzum:         |                                                                      |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Tuesday, November 26</td>
<td>Training on POS terminals, 10.00 Bulbank premises</td>
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<tr>
<td>Friday November 29th</td>
<td>Finishing stall physical setup by IEC &amp; IWC</td>
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<tr>
<td>10:00-11:00</td>
<td>Delivery of stall furniture, equipment and materials</td>
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<tr>
<td>10:00-17:00</td>
<td>Assembly of market stalls by IWC or stall volunteers</td>
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<td>All day</td>
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<tr>
<td>Saturday, November 30th</td>
<td>Stallholders set up stalls with all products</td>
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<tr>
<td>8:30-17:30</td>
<td>Stallholders collect cash “float”, POS terminals, treasury passes and</td>
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<tr>
<td></td>
<td>any additional bracelets &amp; passes at bazaar information desk</td>
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<td>Continued delivery of stall furniture, equipment etc.</td>
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<td>Stallholders set up outdoor stalls</td>
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<td>If any problem contact bazaar information desk.</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<tr>
<td>7.30-9.00</td>
<td>Stallholders and volunteers with bracelets may enter Inter-Expo Center. Stall set-up and deliveries-perishable items. 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>
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<tr>
<td>9:00</td>
<td>All stalls in Hall 2, 3 and Hall 4 open for VIP shopping and entertainment.</td>
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<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>9:45-19.00</td>
<td>Hall 3 and Foyer entertainment program.</td>
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<tr>
<td>19.00-21.30</td>
<td>Cleanup and final accounting.</td>
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<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 and Time</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Monday, December 2</td>
<td>Disassembly of wooden market stalls</td>
</tr>
<tr>
<td>7:00-13:00</td>
<td>Pickup of rental furniture and equipment</td>
</tr>
<tr>
<td>9:00-13:00</td>
<td>Flags picked up from IEC, brought to IWC office</td>
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<tr>
<td>17:00</td>
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<td>December 10 onwards, 2018</td>
<td>Thank you coffee— venue TBD</td>
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<tr>
<td>January-February 2019 (date to be</td>
<td>Flags returned to stallholders. Thank you cocktail</td>
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<td>determined)</td>
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*Venue TBD.*
General Plan of the Expo Center
General Halls view of Expo Center

Inter Expo Center - Presentation

- Hall 2 Bazaar
- Hall 3 Entertainment
- Hall 4 Bazaar
- Outside area
General Floor Plan of the Bazaar Halls
Detailed Halls Plans, Hall 2
Detailed Halls Plans, Hall 4
Car Passes, Delivery

DELIVERY CAR PASS
30 Minutes Only
Valid:
Friday, 29 November 2019
Saturday, 30 November 2019
Sunday, 1 December 2019
Monday, 2 December 2019

IWC ANNUAL CHARITY BAZAAR

Saturday, 30 November 2019: Doors 3A, 3C & 4B, 4C
Sunday, 1 December 2019 Door 3B (right hand side of Expo Centre)
Car passes, Stallholders

STALLHOLDER CAR PASS

Valid:
Friday 29 November 2019
Saturday 30 November 2019
Sunday 1 December 2019

IWC ANNUAL CHARITY BAZAAR
Please use the Car Park at the back of the Expo Centre
Treasury information

- We encourage all stalls to use POS terminals as much as possible.
- Training will be ensured for all stalls in Bulbank on the 26\textsuperscript{th} of November!
- All POS terminal shall be plugged in to the electricity, no battery charging.
- Cash collection will be made on Saturday.
Entertainment Program

- **Foyer 9:00-12:00**
  - Opening ceremony 9:00-9:30
  - Sofia Brass Orchestra 9:00-12:00
  - Santa 12:00-17:00

- **Main stage 9:30-19:00**
  - MCs—Atanas Stoyanov and Martina Mihaylova
  - 63 local and international groups proposed by stallholders - traditional dance, art demonstrations, singing kids etc., a lot of traditional Bulgarian songs and dance.
  - Bulgarian Stars:
    - Jana Bergendorf
    - Ustata
    - Niketza
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. Knives and other potential weapons will be confiscated.

Force Delta will be guarding the stages.

In case of fire, contact the nearest security guard!

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.

Point of Contact: Ivo Nedyalkov - 0885 304 417

Security instructions will be posted at each stall.
Trash and recycling - Saturday 30th and Sunday 1st

- 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.

- **Containers for paper and plastic will be provided by ECOPACK**

- 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.
Health and safety

- **Food:** Keep our bazaar visitors 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 visitors
Health and safety

- **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.
Notes

- Allied Pickford ensures transportation. Let us know as soon as possible.
- Keep making Facebook postings and tag IWC.
- Send your sponsors Facebook links, You Tube video links and IWC banners with link to ticket purchases.