



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Application Form for Nam Van Lake Craft Market

Applicant Information (aged 18 or above)

Name Identity card no.

Name of organisation (if applicable)

Address

Mobile no. Daytime contact no.

E-mail address

Personal Information Collection Statement

All the personal information collected from applicant on this form will be used only for this activity and will be handled in accordance with *Law no. 8/2005 Personal Data Protection Act*.

Stall Information

Original brand / Name of stall

Website of the brand

Address of the retail store (including consignment store)

Type of Stall

<input type="checkbox"/>	Original handicrafts or design products	For Sale :	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Art creation or demonstration on site		<input type="checkbox"/>	No
<input type="checkbox"/>	Creative catering service			
<input type="checkbox"/>	Other, please specify: _____			



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Stall Participants

Name of stall operator

Name of assistant

Total number of stall participants: _____

Required Information for Application

Applicant should submit promotional materials, a list of ready-to-sell products, images of products, video/MS PowerPoint (choose one of two) for Cultural Affairs Bureau's selection and activity promotion purposes.

Requirements of the above information are as follows:

1. Promotional materials:

- 1.1 Introduction to the brand (around 100 words) and products (around 300 words), please specify the type of products;
- 1.2 Must be submitted in MS Word format.

2. List of ready-to-sell products:

- 2.1 Please state the name of each product.

3. Images of products:

- 3.1 No less than three images of each product. Images must be in jpg format, 300 dpi or no less than 500kb;
- 3.2 Images should not be embedded inside MS Word file;
- 3.3 Water marks such as "sample" or "brand name", date taken or other information should not appear on the images for press release purposes.

4. Video or MS PowerPoint:

- 4.1 Video length should be no less than three minutes;
- 4.2 MS PowerPoint should not exceed 20 pages.



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Time Slots of the Craft Market:

Please choose time slots you preferred, can choose all the time slots:

- ☐ Time slot 1: 4-5/3, 1-2/4, 29-30/4, 6-7/5, 3-4/6
- ☐ Time slot 2: 11-12/3, 8-9/4, 13-14/5, 10-11/6
- ☐ Time slot 3: 18-19/3, 15-16/4, 20-21/5, 17-18/6
- ☐ Time slot 4: 25-26/3, 22-23/4, 27-28/5, 24-25/6

Declaration

1. I have read carefully, understood and accepted all the content and provisions set out in this application form; furthermore, I agree to all content of said terms and accept to be bound by all terms of the clauses;
2. If I am eligible for participating, I am committed to comply with all the terms and conditions set out in the Requirement for Operating Stall at Craft Market;
3. I hereby declare and guarantee that all information provided in this application is accurate and correct and that I shall be liable for the information and works submitted;
4. I guarantee that there will be at least one participant aged 18 or above at the stall.

Signature of applicant and date



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Application Notes of Craft Market

In order to display the original artworks of the local artists, the Cultural Affairs Bureau (IC) will hold a Craft Market at the Nam Van Lake from March to June 2017.

1. Stall information:
 - 1.1 Stalls are located in the Nam Van Lake Square;
 - 1.2 IC will provide two folding chairs, one long table, one fan, one stall banner, one light tube and one electricity socket for each stall for free.

2. Only original products are allowed for sale;

3. Application dates: As from today until 6/2;

4. Application method:

Application forms can be submitted through methods below:

Come in person: Submit the application to the Department for Promoting Cultural and Creative Industries of the Cultural Affairs Bureau (Address: No. 567, Av. da Praia Grande, Edif. BNU, 12th floor A-D, Macao) during the below period.

Mondays to Fridays: 9:00-13:00, 14:30-17:45;

Submit by email: Submit the application by emailing to knwong@icm.gov.mo/
kkho@icm.gov.mo. If the size of your mail exceeds 10MB, please send your application via online large file sharing and downloading service.

5. If the number of eligible applicants exceeds the quota, IC will arrange the time slots for applicants by drawing lots and the result will be announced at a later stage;
6. Enquiry: (853) 2892 4040
7. IC reserves the right in interpreting the terms and conditions set out in the Application Notes and its decision shall be deemed final.



Requirement for Operating Stall at Craft Market

1. Stall operators (operators) should use the stall site appropriately provided by the organiser. Stalls cannot be reconstructed by any means;
2. Please pay attention to public safety when placing any objects inside the stalls;
3. Please contact on site staff of the Cultural Affairs Bureau immediately if any damage is found;
4. For the interest of both parties, operators and their assistants should check the stall facilities and sign for confirmation in the company of staff of the Cultural Affairs Bureau every day before the opening and after the closing;
5. This activity aims to provide a display platform for local artists, therefore the products for sale in Craft Market must be originally designed in Macao;
6. Only approved products and services in compliance with the existing laws can be offered for sale;
7. Violation in the above mentioned rules may subject to disqualification of stall operator;
8. Stall operators and their assistants should wear the temporary badges issued by the Cultural Affairs Bureau during the activity for identification purpose;
9. Stall operators are required to ensure their employees are duly employed under the existing laws of Macao S.A.R.;
10. Stall operators are responsible for the property in their stalls;
11. Unexcused absence or attendance below 90% of stall operators and the assistants may constitute the ground for disqualification of stall operation and affect their application of the Craft Market in future;
12. Unexcused absence refers to absence without reasonable explanation or proof. For sickness, a medical certificate must be provided;
13. Bad Weather Arrangement: in the event of rainstorm, thunderstorm or typhoon warning signal no.3, all outdoor activities will be cancelled or suspended;
14. All activities will be cancelled if a typhoon warning signal no.8 is hoisted and the Cultural Affairs Bureau reserves the right in dismantling the stalls for public security reason;
15. In the event of damaging public property, the Cultural Affairs Bureau reserves the right in pursuing further;



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

16. Craft Market Event Schedule and Notes:

Date	Time	Item	Description	Note
2017/3/4 to 2017/6/25 every Saturday and Sunday	13:00 - 14:00	Stall setup	Stall operators can move in and start operation as early as 13:00. Stall operators can determine their entry time according to their need and condition. If necessary, stall operators can store their items in the temporary storage provided by the IC.	<ul style="list-style-type: none"> ✓ Please report to the IC staff upon arrival for handover procedure; ✓ All stalls must be ready for operation before 14:00; ✓ Stall operators and their assistants should wear their temporary badges for identification purpose; ✓ Temporary storage can only be accessed by the holder of “Nam Van Lake Craft Market” working badge issued by IC; ✓ Stall operators are financially and/or legally responsible for the loss and damage of their products. Personal belongings and valuables are not suggested to store in the temporary storage; ✓ Storing and retrieving not allowed after the storage is closed.
	14:00 - 21:00	Craft Market open to the public		
	21:00 - 22:00	Pack up stalls	Stall operators and their assistants should pack up their own stalls when the Craft Market is over.	✓ Please report to the IC staff before leaving for handover procedure.
The first Monday after the completion of the event	10:00 - 12:00	Temporary storage open	Stall operators should finish retrieving all items in the storage.	✓ IC handles the unretrieved items in storage after this session is closed.

17. IC reserves the right of final interpretation of the terms and conditions of the Requirement and its decision shall be deemed final.