



List of On-site Stall Participants

Name of applicant (stall operator)

Name of assistant

Total number of on-site stall participants: _____

Required Information for Application

Applicants should submit their copies of Macao SAR Resident Identity Card or valid identity document, résumé of the brand owner or designer of the product, 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. Résumé of the brand owner or designer of the product

List out experiences in participating in similar activities in Macao or abroad.

2. Promotional materials:

2.1 Introduction to the brand (around 100 words) and products (around 300 words), please specify the type of products;

2.2 Submitted in MS Word format or hard copies.

3. List of ready-to-sell products:

Please state the name of each product.

4. Images of products:

4.1 Please provide at least one image of each product. Images must be in jpg format, 300 dpi or no less than 500kb;

4.2 Images should not be embedded inside MS Word file;

4.3 Water marks such as "sample" or "brand name", date taken or other information should not appear on the images for press release purposes.

5. Video or MS PowerPoint:

5.1 Video length should be no less than three minutes;

5.2 MS PowerPoint should not exceed 20 pages.



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Time Slots of the Craft Market:

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

- Time slot 1: 7-8/10, 4-5/11, 9-10/12
- Time slot 2: 14-15/10, 11-12/11, 16-17/12
- Time slot 3: 21-22/10, 18-19/11, 23-24/12
- Time slot 4: 28-29/10, 2-3/12, 30-31/12

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 on-site participant aged 18 or above at the stall.

Signature of applicant and date
(As on ID card)



Application Notes of Craft Market

In order to display the original artworks and service of the local artists and art associations, the Cultural Affairs Bureau (IC) will hold a Craft Market at the Nam Van Lake from 7 October to 31 December 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. Application:
 - 2.1 Applicant should submit application form and required documents before application deadline; otherwise, the application will be disqualified;
 - 2.2 Applicant must be the brand owner or designer of the product;
 - 2.3 Only original products, products and services with creative ideas are allowed for sale and offering;
3. Application dates: As from today until 22 September;
4. Application method:

Application forms can be submitted through methods below:

Come in person: Submit the application to the Cultural Affairs Bureau (Address: Cultural Affairs Bureau Building, Tap Siac Square, Macao) during the below period.
Mondays to Thursdays: 9:00-13:00, 14:30-17:45; Fridays: 9:00-13:00, 14:30-17:30;

Submit by email: Submit the application by emailing to clouk@icm.gov.mo / knwong@icm.gov.mo. If the size of your mail exceeds 10MB, please send your application via online large file sharing and downloading service, followed by calling to IC for confirmation;
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) 2836 6866;
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 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, stall operators and their assistants should check the stall facilities and sign for attendance 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 and sales platform for local artists, therefore the products for sale or offering in the Craft Market must be original products, or products and services with creative ideas;
6. Only approved products and services in compliance with the existing laws can be offered for sale;
7. Stall operators should guarantee that all the products for sale or services offering are original and do not infringe the copyright or the right of any third party. In the event of any litigation or judicial proceeding against the Cultural Affairs Bureau, the operators should assume all the legal responsibilities and compensate the Cultural Affairs Bureau for losses therefrom;
8. In the event of any litigation or judicial proceeding against the Cultural Affairs Bureau, for the infringement of the copyright of third parties, the stall operator should cooperate with the Cultural Affairs Bureau during the process;
9. Violation in the above mentioned rules may subject to disqualification of stall operator;
10. Stall operators and their assistants should wear the temporary badges issued by the Cultural Affairs Bureau during the activity for identification purpose;
11. Stall operators are required to ensure their employees are duly employed under the existing laws of Macao S.A.R. in force;
12. Stall operators are responsible for the property in their stalls;
13. 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;
14. Unexcused absence refers to absence without reasonable explanation or proof. For sickness, a medical certificate must be provided;
15. If the stall operators or assistants cannot join the activity as scheduled, please inform the Cultural Affairs Bureau in written format 5 working days before the activity held;



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16. Bad Weather Arrangement: in the event of rainstorm, thunderstorm or typhoon warning signal no.3, all outdoor activities will be cancelled or suspended;
17. 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;
18. In the event of damaging public property, the Cultural Affairs Bureau reserves the right in pursuing further;
19. Craft Market Event Schedule and Notes:

Date	Time	Item	Description	Note
7 October to 31 December 2017, every Saturday and Sunday	13:00-14:00	Temporary storage open	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 are 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.	<ul style="list-style-type: none"> ✓ Please report to the IC staff before leaving for handover procedure.
The following Monday after the end of the activity	10:00-12:00	Temporary storage open	Stall operators should finish retrieving all items in the storage.	<ul style="list-style-type: none"> ✓ IC handles the unretrieved items in storage after this session is closed.

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