



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

Application Form for Tap Siac Craft Market

Applicant Information (aged 18 or above)

Name _____ Macao resident 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 event 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 (if applicable) _____

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"/> | Creative service for cultural promotion, please specify: _____ | |
| <input type="checkbox"/> | Other, please specify: _____ | |



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List of On-site Stall Working Personnel

Name of applicant (stall operator)

Name of assistant

Total number of on-site stall working personnel: _____

Required Information for Application

Applicants should submit their copies of Macao SAR Resident Identity Card, 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 Must be submitted in MS Word format.

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: (choose one of two)

5.1 Video length should be no less than three minutes;

5.2 MS PowerPoint should not exceed 20 pages.



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Activity Period

Time slot 1: ☐ 13-15/04/2018 (Friday: 17:00-22:00; Saturday and Sunday: 15:00-22:00)

Time slot 2: ☐ 20-22/04/2018 (Friday: 17:00-22:00; Saturday and Sunday: 15:00-22:00)

Product Introduction On Site:

Attend the product introduction session arranged by the Cultural Affairs Bureau at Tap Siac Craft Market

☐ Yes ☐ No

Evening Exchange Session:

Stall operators are invited to join the exchange session held by the Cultural Affairs Bureau

☐ Attend ☐ Not able to attend

Time slot 1: 12/04/2018, 7pm

Time slot 2: 19/04/2018, 7pm

Venue: To be confirmed

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 working personnel aged 18 or above at the stall.

Signature of applicant and date
(As on ID card)



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Application Notes of Craft Market

In order to broadly collect and display the original artworks of the local artists, the Cultural Affairs Bureau (IC) will hold a Craft Market in Tap Siac Square from 13 to 15 April and from 20 to 22 April, 2018.

1. **Stall information:**

- 1.1 Stalls are located in the Tap Siac Square;
- 1.2 Every 5 x 5 meter tent is to be shared by four stalls;
- 1.3 IC provides two folding chairs, one long table, one fan, one stall banner, one light tube inside the tent and one electricity socket for each stall for free.

2. **Application Requirement:**

- 2.1 Applicant must be Macao resident and be the brand owner or designer of the product;
- 2.2 Products or services provided must be of the following type:
 - 2.2.1 Original products;
 - 2.2.2 Products, services and experience with cultural value;
 - 2.2.3 Services of public interest.

3. **Selected candidates:** If the number of applications fulfilling the requirements indicated in the previous clause exceed the numbers of stall available, IC will assign them by drawing lot.

4. **Application dates:** As from today until 13 March 2018

5. **Submission of application:** Applicants should submit the application form and required documents before the submission deadline; otherwise, the application will be disqualified.

6. **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.

Monday to Thursday: 9:00-13:00, 14:30-17:45; Friday: 9:00-13:00, 14:30-17:30.

Submit by email: Submit the application by emailing to [KNWong@icm.gov.mo/](mailto:KNWong@icm.gov.mo)

clouk@icm.gov.mo. If the size of your mail exceeds 10MB, please send your application via online large file sharing and downloading service.

7. **Enquiry:** call (853) 2836 6866 during office hours;

8. **Reservation of rights:** IC reserves the right in interpreting the terms and conditions set out in the Application Notes and its decision shall be deemed final.

Version revision: 2017.12



Requirement for Operating Stall at Craft Market

1. 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 with Macao features, or creative services for cultural promotion and services of public interest;
2. Only approved products and services in compliance with the existing laws can be offered for sale or provided;
3. 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;
4. 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;
5. Stall operators are encouraged to decorate their stall on their own and they should use the site appropriately and cannot reconstruct the stall by any means;
6. Please pay attention to public safety when placing any objects inside the stalls;
7. Please contact on site staff of the Cultural Affairs Bureau immediately if any damage is found;
8. For the interest of both parties, stall 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;
9. Stall operators and their assistants should wear the temporary badges issued by the Cultural Affairs Bureau during the activity for identification purpose;
10. Stall operators are required to ensure their employees are duly employed under the existing laws of Macao S.A.R. in force;
11. Stall operators are responsible for the safety of the property in their stalls;
12. Unexcused absence or attendance below 90% of stall operators and assistants may constitute the ground for disqualification of stall operation and affect their application of the Craft Market in future;
13. Unexcused absence refers to absence without reasonable explanation or proof. For sickness, a medical certificate must be provided;
14. If the stall operators violate the above-mentioned selling rule, they will be disqualified in operating the stall;



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

| Date | Time | Item | Description | Note |
|----------------------|-------------|----------------------------------|---|--|
| 13 April | 18:00 | Opening Ceremony of Craft Market | | |
| 13 & 20 April | 16:00-17:00 | Temporary storage open | Stall operators can move in and start operation as early as 16:00 (Fri) or 14:00 (Sat & Sun). They 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 staff of the Cultural Affairs Bureau (IC) upon arrival for handover procedure;• All stalls must be ready for operation before 17:00 (Fri) or 15:00 (Sat & Sun);• Stall operators and their assistants should wear their temporary badges for identification purpose;• Temporary storage can only be accessed by the holder of “Tap Siac 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. |
| 14-15 & 21-22 April | 14:00-15:00 | | | |
| 13 & 20 April | 17:00-22:00 | Craft Market open to the public | | |
| 14-15 & 21-22 April | 15:00-22:00 | | | |
| 13-15 & 20-22 April | 22:00-22:30 | 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. |
| 16 April or 23 April | 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. |

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

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