

ABWM  
*Christmas Bazaar*  
VENDOR PARTICIPATION AGREEMENT 2024

**FEES NON F&B VENDORS**

**ABWM Members RM 450**  
**Non-Members RM 550**  
**Power point per table RM 30**

**FEES FOOD & BEVERAGE VENDORS**

**RM 600**  
**Power point per table RM 30**

1. Fees:

- Cost includes two (2) vendor's passes per table ONLY.
- Reservations will be confirmed upon receiving payment.
- Payment can be made either by bank transfer or cash paid at the ABWM House.
- Proof of online transfer must be emailed to [contact@abwm.com.my](mailto:contact@abwm.com.my) add your company name as reference.

2. Table Selection:

- Tables will be allocated by our Bazaar team.
- You will be informed of your table number prior to the event.
- Requests for specifics will be noted and we will try to accommodate as many as possible.
- Please describe what you will be selling.

3. Vendor Space:

- Black tablecloths are being provided by the hotel.
- Vendors need to provide their own storage racks and/or hanging bars.
- No items can be hung on the walls.
- Please be respectful not to block the space or view of your neighbours items.
- No encroaching into the space outside your allotted area.
- All extra items must be stored away neatly under the tables once the bazaar opens.
- No extra tables are allowed to be brought in from home - If extra space is required you may be required to buy an additional table.
- Tables can be swapped for racks and can be used in the space instead. Racks are to be provided by the vendor, please let the organisers know in advance. It is not possible to have a table and multiple racks.

4. Set-up Procedures:

- Set-up begins at 7.00 a.m. and MUST be completed by 9.30 a.m.
- Vendors arriving after 9.30 a.m. may be denied entrance to the event.
- The ABWM and EASTIN Hotel are not responsible for any damage or loss of goods.
- **Vendors will NOT be allowed to double park out front, or leave their cars unattended.**

5. Vendor's Passes:

- Vendor's passes are available at the Registration Table on the day of the event.
- Vendor's passes must be worn at all times, during set-up and sales.
- Any vendor not wearing a pass will be charged an entrance ticket fee.

6. Table Sales:

- All sales made at your table belong to you.
- Change will not be available from the ABWM or Eastin Hotel.
- It is each vendor's decision and responsibility to accept credit cards or cheques.
- Bring your own manual credit card machine.

7. Parking

- All day parking for the event at Eastin is 8RM

8. Cancellation

- No refunds after 1st November. It is possible to transfer booking to another vendor if there is a waiting list. If not then the vendor must find someone to take the table from them.