

# **Agreement for Bazaar Merchants**

## **ATENEO DE MANILA ALUMNI HOMECOMING WEEK 2023**

### **CHRISTMAS BAZAAR**

This agreement is between the **AHS 98 Alumni Association, Inc. ("AAH")** and the **MERCHANT**, for a booth during the Ateneo de Manila Alumni Homecoming Week 2023 on November 26, 2023. The terms are as follows: **Application Deadline: Nov. 15, 2023.** First-come basis. AAH reserves the right to select Merchants and/or refuse service.

#### **Booth Fees:**

(1) **The booth fee is P3,500 for a tented food booth, P2,500 for non-food space.** Rates include, advertising of the event and, and on-site instructional assistance.

(2) **P5,000 (PHP) refundable deposit.** Deposit refunds are based on the cleanliness of the space upon departure, as well as being in compliance with event, fire, and health department guidelines. The refunds will be mailed two weeks after the event.

- A. **Confirmation:** Confirmation of participation will be made to all applicants by phone or mail. AAH reserves the right to select food menu items.
- B. **Food Pricing:** Each Merchant will be responsible for setting the price of their food items being sold. Merchants may only sell items pre-approved by the AAH. Merchants will collect from their booth and retain all proceeds.
- C. **Booth Set-up:** Merchant spaces must be set-up between 3:00 to 6:00 AM of November 26, 2023.. Merchants must be ready for service by 6:00AM on the day of the event. Space assignments will be sent with acceptance letters. AAH reserves the right to select Merchant placement.
- D. **Character of Exhibit:** AAH reserves the right to prohibit the display of any article that, in its sole discretion, is not in keeping with the nature and character of the event. To ensure the safety of all participants, fire regulations, health and all other applicable ordinances must be strictly observed. Merchants must be in compliance with all city, and country health code provisions.
- E. **Space Assignment:** AAH has complete control of Event diagrams and space assignment, and reserves the right to make modifications on Event diagrams which are believed to be accurate but only warranted to be approximate.
- F. **Assignment, Subletting of Event Space:** No Merchant shall assign, sublet or share the Event Space allotted to such Merchant without the knowledge and written consent of AAH. No Merchant, firm or organization not assigned on the Event Space shall be permitted to solicit business within the Event areas.
- G. **Use of Space:** AAH reserves the right to restrict Merchant exhibits which, because of safety, noise, method of operation, materials or display, in the opinion of AAH, may detract from the

general character of the Event as a whole. Accordingly, AAH may, at its sole discretion, prohibit such exhibits from being kept or utilized by Merchant in or around the Event area, in which event; Merchant shall immediately remove such exhibits as directed by AAH. AAH reserves the right to prohibit any equipment that is deemed unsafe or appears to be unreasonable in AAH's judgment. All equipment and heavy machinery must be cleared and approved in writing and in advance by AAH staff. All demonstrations or promotional activities must be confined within the limits of the Merchant Event Space. Demonstrations or activities that cause annoyance to neighboring Merchants such as flashing lights or noise or result in obstruction of walk space or prevent ready access to a nearby booth will not be permitted.

- H. **Clean-up: 4:00pm** Clean-up may begin at 4:00pm and must be completed by 7:00PM. All equipment must be removed from the area. AAH and associates will not be responsible for items left behind. Any Merchant who leaves a dirty booth area (inside and/or out) will be subject to loss of deposit.

Dumpsters are provided for Merchant trash. **You are strictly required to throw your garbage in the dumpsters and dispose of grease and grey water in the provided containers.** Trash cans are for patron garbage only and not to be used by Merchants. It must be left in the same, clean, condition that it was provided to you upon arrival of set-up.

- I. **Liability:** AAH and all employees and agents of the foregoing entities, as well as all volunteers, shall not be liable for and shall be indemnified against all claims arising from any property loss or property damage, injury, death or damage to any person or persons including, but not limited to, person or property of the Merchant, regardless of how the same may be caused or suffered. Though the same may be, any other act or omission on the part of anyone previously mentioned, it shall be the responsibility of the Merchant to be appropriately and fully insured.
- J. **Participation Cancellation:** No refunds will be made if a Merchant cancels less than 15 days prior to the event

## **Ateneo de Manila Alumni Homecoming 2023 Christmas Bazaar**

### **BOOTH APPLICATION**

Complete all items. Incomplete applications will NOT be considered.

AHS 98 Alumni Association, Inc (AAH) reserves the right to select Merchants and/or refuse service.

Contact Name \_\_\_\_\_ ID# \_\_\_\_\_  
(MUST INCLUDE A COPY)

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Cooking to be done on-site (For Food Merchants)? \_\_\_\_ Yes \_\_\_\_ No

If YES, explain how and what type of equipment will be used \_\_\_\_\_

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I have read the agreement, and if selected to participate, I will comply with the terms. I have attached the list of all items/food to be sold onsite.

I understand that my signature on this document does not guarantee participation. The AAH reserves the right to select all Merchants.

\_\_\_\_\_  
Merchant Name

\_\_\_\_\_  
Merchant Signature

\_\_\_\_\_  
Date