



aismmayfair@aism-moz.com
www.aism.co.mz

ART & CRAFTS MARKET

Would you like to have a stall/table at Mayfair this year?

The American International School of Mozambique (AISM) is once again planning its annual and much anticipated Mayfair fundraising event. The Mayfair will take place at AISM on **Saturday 11th May 2019** and will run from 12h00 until 18h00. It is a day of entertainment, fun and activities for the whole family. The Mayfair is a well-supported event by both the AISM community and the wider Maputo community. In past years, this event has attracted well over 6000 visitors.

If you would like to sell goods and would like to have a table at this year's Mayfair Arts & Crafts Market please complete and submit the ARTS AND CRAFTS Stall Registration Form no later than **Friday 29 March** along with the exact cash amount payment (Meticais) to the AISM Administration Business Office during business hours (07h30 – 15h00) or a bank transfer can be made to the account details provided below. Please do not send cash by post. All vendors with a Standard Bank account may request for a POS; kindly fill in on the required space on the Vendor Stall Registration Form.

Please feel free to send this informational handout to family and friends, but please note that we have limited space. Stalls will be assigned on a first come - first serve basis, following the payment of stall.

STALL FEES & INFORMATION;

Single Stand – Mt 2000 – 2.5m x 2m - includes 1 steel table (1m x 2m) and 1 chair- without tablecloth
* When we reach 100 stalls .rented, we will close the opportunity, so please fill out your forms and pay as soon as possible to avoid disappointment.

- Vendor stand numbers are issued after full payment has been received (End of March).
- Each stallholder will receive two complimentary Vendor Passes allowing access to the event. Any additional staff assigned to the stall will be required to purchase regular entrance tickets.
- The type of goods/services you are selling must only be those indicated on application form.
- The sale of ANIMALS, any ready to consume FOOD & BEVERAGES from stalls are **PROHIBITED**
- You are responsible for the clearing and cleaning of your site to leave as you received it.
- You may decorate your "stand area" in a theme that suits your table; does not have to be the same theme as Mayfair.
- Passageways must be left clear.

STALL SET UP

Vendors have access only upon presentation of Mayfair Vendor passes or entrance tickets. On the day of the event, the school's main rear delivery gate, BEHIND CAFETERIA (ATCM), will be **open from 08h00 and close promptly 10h00** to allow PEDESTRIAN access only for vendors to setup their stalls. **Any arrivals outside these hours will be denied access.** No vehicles to access the property during festival hours for security purposes

Large items may be brought in by vehicle on Friday 10th May between 14h00 and 17h00 through the rear entrance gate, as indicated on a map we will circulate to the confirmed Vendors.

Bank Name: Standard Bank

Account Name: Embaixada dos EUA-American International School of Mozambique
Account No: 109-016300-100-7
Currency: Meticais
NIB: 000301090016300100770

Bank Name: BCI

Account Name: American International School of Mozambique
Account No: 2728484010002
Currency: Meticais
NIB: 000800002728484010277



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VENDOR STALL REGISTRATION FORM

ARTS AND CRAFTS

ALLOCATED STAND NUMBER

REGISTRATION DATE

BUSINESS NAME

BRIEF DESCRIPTION OF PRODUCTS OR SERVICES FOR SALE

CONTACT NAME

CONTACT NUMBER

E-MAIL ADDRESS

BUSINESS ADDRESS

RESQUEST FOR A POS
(ONLY FOR STANDARD BANK ACCOUNT HOLDERS)

STAND/STALL:

2000MT

ACCOUNT HOLDER NAME

ACCOUNT HOLDER NUMBER

PAYMENT RECEIVED

DATE

AISM SIGNATURE

VENDOR PASSES ISSUED (2)

DATE

FOR AISM TO FILL IN