



aismmayfair@aism-moz.com
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TEA GARDEN

The American International School of Mozambique (AISM) is once again planning its annual and much anticipated Mayfair community event. The Mayfair will take place at AISM on **Saturday 11th May 2019** and will run from 12h00 until 18h00 (a later ending time is foreseen). 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 years past, this event has attracted well over 4000 visitors and we are expecting to surpass it this year. If you would be interested on having a table at this year's Mayfair Tea Garden, please email aismmayfair@aism-moz.com.

Please complete and submit the attached Vendor Stall Registration Form in order to save your details for future Mayfair other School Events.

Vendors will be required to pay 30% of the earnings generated during the course of the day. The earnings generated is in form of pre-purchased food tokens, which are valued at the value of 30MTN each. Upon final collection of said tokens, calculations thereafter will be made on the week following the event. The representatives of the stall will then come in to receive 70% of all their sales. Kindly fill in all necessary fields required on the Food Vendor Stall Registration Form.

FOOD STALL INFORMATION;

*** When we reach 10 food stalls, we will close the opportunity, so please fill out your forms and attach the menu with the prices of the items to be sold on the day and submit as soon as possible before all stalls are taken.**

- 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. Kindly purchase those before the day of the event to avoid any confusion.
- The type of goods you are selling must only be those indicated on application form.
- The sale of beverages produced by Coca Cola and CDM from stalls is 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, bearing in mind that the theme is always a Victorian style.
- Big items such as coffee machines, fridges and any other large equipment must be set up a day before the event. Doors will be open for setup from 14:00 – 17:00.
- Please present your tea garden pass at the gate to gain entrance.

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 first administration entrance gate, NEAR TO THE ADMINISTRATION BLOCK, will be open from 07h00 and close promptly 10h00 to allow PEDESTRIAN access only for vendors to set up their stalls. Any arrivals outside these hours will be denied access. No vehicles to access the property during festival hours for security purposes.



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VENDOR STALL REGISTRATION FORM

TEA GARDEN

ALLOCATED STAND NUMBER

REGISTRATION DATE

BUSINESS NAME

BRIEF DESCRIPTION OF PRODUCTS OR SERVICES FOR SALE

CONTACT NAME

CONTACT NUMBER

E-MAIL ADDRESS

BUSINESS ADDRESS

VENDOR PASSES ISSUED (2)

FOR AISM TO FILL IN

DATE