

JAPANESE LANGUAGE MARKET (日本語市)

April 28th, Saturday (10.00 am - 6:00 pm) & 29th, Sunday (8.00 am - 4:00 pm)

Vendor Registration Form

DETAILS OF VENDOR

Reference No: _____

Person in Charge : _____
 Contact No : _____
 Vendor / Organization : _____
 Address : _____
 Product Category Code : _____

Product Category Code: _____

No	Product Description/Item	Selling Price
1		
2		
3		
4		
5		

Code	Product Category	Rental (2 days)
A	Sales (cash transaction): Food & Beverages, Games, Souvenirs & Gifts (i) Government School (ii) Private sector, Association, International Colleges / University	RM250.00 RM300.00
B	Games & Japanese Language (non-cash transaction)	Free
C	Exhibition, Performance, Promotions	RM650.00

Setup Time Required: _____ Hour
 Use of naked flame: _____ Yes / No

Notes

- Only 1 booth or stall will be provided for 1 application form. The booth comes with 2 rectangular tables (each 3' x 3') and 2 chairs.
For each power point requested will be charge RM50.
- Request for larger space or additional booths must be made separately and subject to the approval of the organizers.
- Please submit the duly completed form to jaclynphua@hotmail.my for approval before making payment. Please be reminded that rental pard is not refundable. Therefore please obtain approval before making any payment.**
- Rental fee will be charged as per Category listed above. Methods of Payment as below:
 4.1 Methods of Payment
 (i) Cash or Cheque at JLSM's counter; cheque payable to Persatuan Bahasa Jepun Malaysia
 (ii) Bank-in to HLB Account: 283-0000-6579
If bank-in method, kindly email copy of bank-in slip to jaclynphua@hotmail.my

Rules and Regulations:

- All vendor must participate in both day of the event (28/04/2018 & 29/04/2018):
- Allocation of the booth is at the discretion of the organizers;
- The MARKET opens from 9.30am to 6.00pm. Vendors are to get their booth decorated and ready 30 minutes before the opening time. They must undertake to clean the booth and return it to the organizers 30 minutes after closing time. Any decorations and equipment brought in by the vendors and unsold products must be taken back by the vendors at the close of the MARKET;
- All sales are transacted in cash. All vendors are advised to take extra care for their cash and petty cash. The Organizer will not be held responsible for any lost of cash;
- Vendors are fully responsible for their products sold. They shall indemnify the organizers at all times against any claims arising from the losses or damages suffered by the purchaser through the use or consumption of their products;
- All food sold must be **HALAL and hygienic**;
- The organizers reserve the right to disallow any proposed sale of goods should the same product is offered by too many vendors or they are found not suitable in the opinion of the organizers;
- Vendors must ensure safety in and around their booths to ensure that no injury is caused onto the visitors or damages to the property;
- The organizers are not held liable for any damages or lost incurred by the vendors through theft, power failure, riots and natural disasters;
- The organizers reserve the right to make any last minute changes to the overall layout of the MARKET as well as the design of the booths without prior notice to the vendors;
- Vendors must inform the organizers a week before should they decided to withdraw their application. Failing which they will be excluded from future participation.

I hereby confirm that the above details are genuine and agree to abide by the above rules and regulation
VENDOR'S SIGNATURE

Status: Approved / Reject	
Date of Receipt:	AUTHORISED SIGNATURE