



**National Goods Stalls**  
**Stallholder Registration Form**  
**UNWG International Festival-Bazaar, Saturday November 23<sup>rd</sup> 2019**

- Please return this form no later than **Wednesday, September 10, 2019**
- Please return this form to the UNWG office or by email to [unwgbazaarviennanastalls@gmail.com](mailto:unwgbazaarviennanastalls@gmail.com)
- Please type or print **clearly** in block letters

**National Goods Stall Name:**

Country/Region:

**Stallholder** (Note: Stallholder must be a UNWG member)

Family name:

First name:

Street address & No.:

Postal code, City

Telephone/Mobile:

Email:

**Alternate Stallholder**

Family name:

First name:

Street address & No.:

Postal code, City:

Telephone/Mobile:

Email:

**Attendance at Stallholder Meeting**

Name of Attendee/s:

Security Pass(es) required:

**Stallholder's Agreement**

Please read carefully and sign that you agree to the following:

- Attend a Stallholder Meeting on **27 September 2019**
- Be present at the stall on Festival-Bazaar Day, **Saturday November 23, 2019**
- All national stall holders need to open their stalls on Friday the 22 November 2019 for the opening ceremony
- Submit the required financial forms on time

As the purpose of the International Festival-Bazaar is **to raise funds for children's charities selected by the UN Women's Guild**, all cash received on Festival-Bazaar day will be collected by the UNWG. Expenses will be reimbursed up to a maximum of 50% of the total income only. National Stalls are encouraged to donate more than 50% of total income.

Signature of Stallholder: \_\_\_\_\_ Date: \_\_\_\_\_



## United Nations Women's Guild of Vienna

Vienna International Centre, Room F-1036, P.O. Box 400, A1400 Vienna, Austria

Tel: +43 1 2600 24276 or 2602 64284

Email: [infounwgvienna@gmail.com](mailto:infounwgvienna@gmail.com) , Web: <https://unwg.unvienna.org>

Bank Account for Charity Donations: Bank Austria (BLZ12000) 690001300

### **Tips for a Successful National Stall at the International Festival-Bazaar** *For the benefit of children throughout the world*

*We are happy that you would like to participate in the United Nations Women's Guild International Festival-Bazaar. Volunteers of the UNWG, who donate their effort and skills without pay, organize this event. Later, the UNWG distributes all the money raised to children's charities throughout the world. For a complete list of the charities that received the money, please visit <https://unwg.unvienna.org/charity.html>*

#### **Decoration**

Let your stall show the beauty of your country to the international visitors. Try to display your country colours, handicrafts, and posters attractively. The UNWG provides the tables and chairs, along with screens behind your stall for you to decorate. We have signs for all countries that register on time. Please use the tape provided by the UNWG to fix your decorations to the screens and tables. Do not use staples, nails or a different tape as this damages the furniture and we are charged for the damages.

#### **Volunteers and Security**

Festival-Bazaar Day is a very busy day with over 20,000 visitors attending, so try to engage as many volunteers as possible. Only a UNWG member may be a stallholder, but anyone may be a volunteer at your stall. Please keep in mind the safety of your goods and money when planning your stall.

#### **Goods**

**The goods that sell best are good quality items at low to medium price. Expensive items, no matter how beautiful, will not sell well.** Remember that visitors cannot pay by credit or debit card, so they will only spend the cash they have with them. In order for your stall to raise money successfully for children's charities, you could try to get donations of goods from vendors or artisans in your country. Purchase any additional goods at the best possible discounts. At your stall, you should price the goods at least twice their cost to you in order to meet your expenses.

#### **Expenses**

On Festival-Bazaar Day, the UNWG Treasury Team collects **all stall income**. After the Bazaar, the Guild will reimburse your expenses up to ***a maximum of 50% of your stall's income on Bazaar Day***. We encourage you to donate more than this amount.

If you have any questions, no matter how big or small, please call or write to the Bazaar Nationals Stalls Coordinator who will be happy to help you:

Email: [unwgbazaarviennanastalls@gmail.com](mailto:unwgbazaarviennanastalls@gmail.com)