

Vendor Application Form

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| Establishment’s Name: |  | | |
| Type of Business: | **□** Limited Company  **□** Sole Trader  **□** Partnership | | |
| Contact Person: |  | | |
| Address: |  | | |
| Digital Address Details: | Email address: | Website address: | |
| Facebook address: | Instagram address: | |
| Contact details: | Office no: | Home no: | Mobile no: |
|  | VAT No: | Trade License No: | Food Hygiene Certificate No: |
| Package Type: | **□** Package A – 15 individual products with photos, description and price  **□** Package B – 30 individual products with photos, description and price | | |
| Products: | Kindly list all products you will be selling. If you will be selling food products, including Honey, Preserves, Nougat, Olive Oil, Wine, etc, please ensure you send a copy of your Food Hygiene Certificate. | | |
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| Social Media link(s) for establishment (i.e. website, Facebook and/or Instagram): | | | |
| Payment Methods Accepted | Cash on collection/delivery **□** Credit/Debit Cards **□** Cheques **□**  Paypal □ Revolut □ | | |
| Consignment Methods Offered | Collection □ Delivery □ Local Shipping □ Overseas Shipping □ | | |

Code of Practice and Information Pertaining to Participation

* Full donation for Preferred Package is to be forwarded immediately on confirmation of acceptance by the Organiser. Photos/details submitted will **not** be included on the Website before the donation is received by the Organiser.
* The Applicant is to provide the Organiser with good quality photos of individual items. There is no need for your images to be taken by a professional photographer, or have the best lighting however, we do ask that your images are as clear as possible. Kindly photograph your products in front of a white background (a crisp white sheet or stiff white cardboard “kartonċina” may be used for the background). Should you have any professionally shot images of your products that are not on a white background, please do not hesitate to send them through. Images of low quality will not be accepted. Images provided by the Applicant, must match the actual product being sold and must not be misleading in any way, shape or form.
* The Applicant is to provide the Organiser with a description and price of every individual product to be included in the webshop by filling in details in the Spreadsheet provided by the Organiser. If the product is a food and beverage item, the description is to include all ingredients including allergens used in its production. We will not be extracting data from any websites so it is the applicant’s responsibility to provide the information.
* Photos must be provided all at once and labelled in chronological order (i.e. 1, 2, 3, etc.). These must be saved in a folder and must correspond to the order of the spreadsheet. Images not labelled correctly will not be uploaded. Webshop will only be made live once all photos have been provided.
* Descriptions of products must be correct and spell-checked. We will not be correcting any errors.
* If any of the products submitted by the Applicant are no longer available, the Applicant may forward a photo with full details of an alternative item to be uploaded on the webshop.
* The Organiser does **not** charge any commission on sales made by the Applicant.
* The Organiser is not responsible for any transaction entered into between the Applicant and a Customer as regards Sales, Payments or consignment of products.
* Orders will be handled directly by the Applicant including receiving payment for the goods sold, issuing Fiscal Receipts and organising for the consignment of products.
* Consignment of food orders is to be done by the Applicant in suitable vehicle/s and containers and meet hygiene standards e.g. avoiding the cross-contamination of food for consumption.

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* If claiming 'organic' or similar certification, a copy of the certificate and supporting documents must be provided to the Organiser.
* Should the Organiser receive any negative reviews or complaints about the Applicant, or the Applicant’s products the Applicant’s information sheet will immediately be removed from the webshop. The Organiser’s decision is final.
* The Applicant is responsible to be fully in line with all legal requirements pertaining to his establishment and to the sale of items being sold on the respective information sheet on the webshop, especially with regards to VAT and must ensure that fiscal receipts are issued accordingly.
* No Multi-Level Marketing (MLMs) or Pyramid Schemes will be permitted.
* All photos provided must be of high quality and must be labelled in accordance with the product.
* Applicants must send all product details and images at one go and not separately. Images and details sent over different days will not be uploaded.
* Applicant must submit product details in provided Excel Template with product details – no other format will be accepted unless previously discussed and agreed with organizer.
* Although you may decide to apply at any time, it is advisable that applications are received by the below dates to gain as much exposure as possible:

Option 1: 30 September 2021

Option 2: 20 October 2021

Option 3: 31 December 2021.

* It is up to the applicant to make sure that all information given (prices, titles, etc) is correct before being sent to the organizer. Any errors will not be amended.
* The Webshop will only be updated on Mondays, i.e. if all information is provided on a Wednesday at 18:00 hrs Webshop might not be live until the following Monday.

CONFIRMATION BY APPLICANT

Please tick below to confirm agreement:

* I confirm that I have read above and agree to abide by the conditions mentioned therein.
* For Stalls selling Food & Beverage Items: I am aware of the Food Safety Act and its requirements and the weights and labelling regulations.
* I confirm that I am in line with all legal requirements pertaining to my establishment and the sale of my items especially with regards to VAT.

I, declare that the information I have provided above is correct:

Full Name: ………..………………………………………..…… Establishment: …………….………………………………

Designation: ……………..………………..………………….. Date: …………………………….………..

Signature: ………………………..…………………………..…

Kindly indicate your preferred Package for which you will be donating:

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| --- | --- | --- | --- | --- |
| **PAYMENT FOR**: | **√** | **Option 1**  (Up to 9 Jan 22)  € | **Option 2**  (Up to 15 May 22)  € | **Option 3**  (Up to 14 Sep22)  € |
| **Package A**  A personal page with inclusion of:   * Full contact details of the Applicant * Photos of 15 individual products * Description of the 15 individual products * Price of each product * Payment methods accepted * Consignment methods accepted |  | 30.00 | 50.00 | 65.00 |
| **Package B**  A personal page with inclusion of:   * Full contact details of the Applicant * Photos of 30 individual products * Description of the 30 individual products * Price of each product * Payment methods accepted * Consignment methods accepted |  | 40.00 | 70.00 | 85.00 |
| **TOTAL €** | |  |  |  |

Option 1 – Opportunity to change photos and details of all products at the end of October for the Christmas Edition.

Option 2 – Opportunity to change photos and details of all products as follows:

* at the end of October 2021 for the Christmas Edition,
* after 25th December 2021 for any January Sales
* after 10th January 2022 for Valentine’s Day
* after 14th February 2022 for Mother’s Day Edition

Option 3 – Opportunity to change photos and details of all products as follows:

* at the end of October 2021 for the Christmas Edition,
* after 25th December 2021 for any January Sales
* after 10th January 2022 for Valentine’s Day
* after 14th February 2022 for Mother’s Day Edition
* after Mother’s Day for Father’s Day/Holy Communion/Teachers Gifts
* Summer offers
* Confirmation

Please complete all sections of the above form and return it to the Organiser asap.

PAYMENT METHODS

Donations for the payment of the Perfect Gift in aid of Beyond the Moon- may be made:

1. By Revolut on mobile number: +356 99900004. Please note down the reference: The Perfect Gift Fair.
2. Through Internet Banking/Bank Transfer. Please note the below-mentioned bank details.

Kindly quote your Surname or Establishment Name and “BTMGIFTFAIR” when affecting the transfer.

A scanned copy of the bank transaction is to be emailed to btm.marisa@gmail.com to advise that payment has been affected. As Subject Heading, you are kindly requested to quote BEYOND THE MOON– THE PERFECT GIFT FAIR:

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| Account Name: | Marisa Xuereb |
| Address: | 77 Dreamtime Triq ir-Rifugjati tal-Gwerra Mosta |
| Bank Name: | BANK OF VALLETTA |
| Bank Branch: | MOSTA |
| Account No: | 40022884138 |
| Swift Code: | VALL MT MT |
| IBAN No: | MT44VALL22013000000040022884138 |

**N.B.**

Do not send donation payment until you receive an email from the Organiser with confirmation of acceptance, confirmation number, amount of donation due and acceptance of photos submitted.

Upon receipt of donation payment, the Organiser will forward the Receipt of payment for your records. Please indicate if you wish to have a digital or hard copy of the receipt. If for any reason you do not receive a receipt, kindly advise the ­Organiser to resend.