

AMERICAN WOMEN'S CLUB OF THE PHILIPPINES

BAZAAR VENDOR INFORMATION

AWCP BAZAAR VENDOR INFORMATION – HOW TO BECOME A VENDOR

1. Contact the AWCP Office to have a copy of the Bazaar Information & Application emailed to you or you can put up a copy at the AWCP Office.
2. AWCP office is located at the Cathedral of the Holy Trinity
#48 McKinley Road, Forbes Park, Makati City
Email: awcphilippines@gmail.com Website: www.awcphilippines.net / Contact #: 817-7587
3. Must have a TIN Number to complete the application.
4. Complete Bazaar Application, Merchandise Agreement, and drop off at AWCP Office, along with samples of the items you will be selling, complete with prices. After your application and product samples have been submitted, the Bazaar committee will review these samples and determine whether your products will be accepted. We will contact you to inform you whether your application has been accepted.
5. An acceptance of your application does not mean that there is a booth available. We will contact you again to inform you when a space becomes available. If you have been approved, it is important that you file BIR Form 0605 at Pasay City BIR and also obtain a Certificate of Registration (COR) from BIR Pasay City. Please provide us with a photocopy of these documents once you have them along with your Authority to Print (OCN) number. We will not be able to accept your payment until we have these copies.

PLEASE TAKE NOTE OF THE FOLLOWING GUIDELINES:

- *We are seeking a good mix of products at our bazaar. Your application has a greater likelihood of being accepted if you are offering a unique product that is currently not available at the bazaar.*
- *We are also seeking products that are offered at a favorable price to our customers. If they can go to Greenhills and buy the same product at the same price, they will not be interested in attending our bazaar.*
- *We are particularly interested in products and foods that are unique to the Philippines (especially handicrafts), but may not be available or easy to find around Manila.*
- *In the months of October, November, and December, we increase the size of our bazaar from approximately 350 spaces to around 450 spaces. You may be offered space for October, November and December, but this will not guarantee you a space in January.*

If you have any more questions about becoming a vendor, please contact Mila at the AWCP office, at 02-817-7587.

Thank you,
AWCP Bazaar Committee



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