

# **Lai Chi Vun Shipyards Market (Phase 5)**

## **Booth Application Rules**

Lai Chi Vun Shipyards – Plots X11-X15 have been inaugurated recently. In order to enrich the cultural tourism and leisure experience of the public and tourists, the Cultural Affairs Bureau is organising the “Lai Chi Vun Shipyards Market” at Plots X13-14, where souvenirs, original products, and special snacks bearing the hallmark of the unique culture of Lai Chi Vun and Coloane will be displayed and sold.

### **1. Booth details:**

- 1.1 The stalls will be set up at X13 and X14 in the Lai Chi Vun Shipyards area in Coloane;
- 1.2 The stalls will be provided to selected stallholders free of charge during the event;
- 1.3 The size of each stall is 1.5m\*0.6m\*2m;
- 1.4 Each stall will be equipped with one fascia board, one folding desk, two folding chairs, one fan, and one adapter free of charge.

### **2. Applicant eligibility:**

- 2.1 Applicants must be at least 18 years old and holders of the Macao Resident Identity Card, and they must be brand owners;
- 2.2 The products must be souvenirs (e.g., boat derivatives, cultural products of Coloane, food souvenirs of Coloane), original products (e.g., creative cultural products, handicrafts), or special snacks (e.g., coffee, light snacks, beverages, desserts) featuring the Lai Chi Vun and Coloane culture. Art and cultural experience services are also allowed. Neither the products nor the services may contain violence, pornography, terrorism, or infringement of any rights. Purchased products should not be sold.

### **3. Selection methods:**

- 3.1 If the number of applicants meeting the requirements in Clause 2 exceeds the total number of stalls, a selection process will be undertaken to determine the list of entrants;
- 3.2 The applicants will be assessed using the following criteria, and those with a higher score will have priority in entering the market:
  - 3.2.1 Product characteristics: The product is original, creative and unique, with local elements and characteristics of Coloane and elements of Macao culture. It is also in line with the theme of the market;
  - 3.2.2 Number of offerings: The applicant has a diversified product range;
  - 3.2.3 Past performance: Applicants will earn or lose points based on their past experience in similar events, product awards or personal awards, and previous participation in the market in the Lai Chi Vun Shipyards.
- 3.3 Unsuccessful applicants will be placed on a waiting list. If a selected stallholder is unable to participate, those on the waiting list will be offered the stall.

- 4. Application Period:** from 12 to 18 October 2023
- 5. Submission of application:** Applicants must submit the application form and the product information required in the form before the end of the application period; otherwise, they will be disqualified from the event.
- 6. Market Presentation:** Selected stallholders will be invited to a presentation held online or offline dedicated to the upcoming phase of the market. During the presentation, information on the event, event location, venue planning, event theme, security and fire safety, stall facilities, supporting activities, suggestions on stall design, requirements on the use of stalls, entry rules, stall setup and removal procedures, storage requirements, event publicity, and sales promotions will be explained to the stallholders so that they can be informed of the overall planning and arrangements, the highlights and other matters worth their attention.
- 7. Miscellaneous:**
  - 7.1 All personal data provided by applicants will only be used for this event and will be handled in accordance with Law No. 8/2005 – Personal Data Protection Act;
  - 7.2 Applicants must ensure that, for all the personal data provided, all the related persons have known the purpose of data collection.
- 8. Enquiries:** Call 6699 0853 during office hours or send an e-mail to [info@LaiChiVun.com](mailto:info@LaiChiVun.com).
- 9. Reservation of Rights:** The organiser reserves the right of final interpretation and decision on the terms and conditions set out in the Rules.

# Lai Chi Vun Shipyards Market (Phase 5) Booth Application Form

## 1. Applicant information (must be over 18 years old)

Name on ID document

Name (other language)

Type of ID document

No. of ID document

Photo of ID document (please upload both sides of the ID card / copy of passport including the page with signature)

Name of group (if applicable)

Address

Email address

Contact person WeChat ID

Mobile phone no.

Other contact no.

## 2. Booth information

Original brand / booth name

Brand establishment date: \_\_\_(year) \_\_\_(month)

The number of product styles sold (must be consistent with the list of products sold) \_\_\_\_\_

No. of on-site attendances \_\_\_\_\_

\*Provision of the following booth information is optional

Brand's physical store address (incl. consignment shop) (if applicable)

Brand email: \_\_\_\_\_

Brand website (must include http:// or https//):

Brand Facebook name: \_\_\_\_\_

Brand Instagram account/name: \_\_\_\_\_

Brand WeChat account/name: \_\_\_\_\_

Brand Pinkoi account/name: \_\_\_\_\_

**3. Type of booth (select one only)**

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- Souvenirs of the Lai Chi Vun and Coloane culture
- Original handicrafts and creative cultural products
- Special snacks

**4. Booth operation hours (Each stallholder may choose more than one time period.)**

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Time period 1:  2 to 5 November 2023 (Thursday to Sunday: 15: 00 - 19: 00)

Time period 2:  10 to 12 November 2023 (Friday to Sunday: 15: 00 - 19: 00)

Time period 3:  17 to 19 November 2023 (Friday to Sunday: 15: 00 - 19: 00)

Time period 4:  24 to 26 November 2023 (Friday to Sunday: 15: 00 - 19: 00)

Time period 5:  1 to 3 December 2023 (Friday to Sunday: 15: 00 - 19: 00)

Time period 6:  8 to 10 December 2023 (Friday to Sunday: 15: 00 - 19: 00)

Time period 7:  15 to 17 and 20 December 2023 (Friday to Sunday and Wednesday: 15: 00 - 19: 00)

Time period 8:  22 to 25 December 2023 (Friday to Monday: 15: 00 - 19: 00)

Time period 9:  29 to 31 December 2023 (Friday to Sunday: 15: 00 - 19: 00)

**5. The local and overseas similar events that the subject has participated in**

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**6. Brand information**

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6.1 Introduction to the brand owner/product designer and the brand/product

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6.2 List of products on sale (please provide a detailed list with name of each product)

The below information must be provided when filling the form:

1. Fill in the “Original brand / Name of the booth” for identification purposes, and name the form using the stall name before uploading;
2. “Product name” and “Price (MOP)”, one to three photos must submit for each product;
3. Each of the images uploaded must be at least 500KB in size with a resolution of 300dpi;
4. As the images may be used for promotional purpose, please do not insert/show any words such as “sample”, “brand name” or any date on the photos.

**Original brand / Name of the booth:** \_\_\_\_\_

No.	Product name	Price (MOP)	Product photo no. 1	Product photo no. 2	Product photo no. 3
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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**Declaration**

I have read, fully understand and agree to the contents of this application form, and accept all terms and conditions herein;

Once selected, I will abide by all terms and conditions of “Lai Chi Vun Shipyards Market Booth Operation Details”;

I hereby declare and guarantee that all information given is true and accurate, and assume all legal responsibility for the content of all information and products given;

I guarantee that there will be at least one person aged over 18 years-old in attendance at the booth.

## **Lai Chi Vun Shipyards Market Booth Operation Details**

1. Stallholders may only display, sell or provide products or services of the type they have selected at the time of application and may not operate across different categories, and the products or services must be approved by the organiser and comply with the applicable legal requirements; any violation of the rules and failure to improve after being warned will affect the stallholder's eligibility to participate in the event again;
2. If stallholders intend to increase the range of their products or services, they are required to submit an application to the organiser at least one week prior to the start date of the event, and they may only sell or provide the products or services after being granted the approval;
3. Stallholders are not allowed to sell or provide products or services that contain violence, pornography, terrorism or infringement of any rights or products and services that are not included in Clause 2 of the Lai Chi Vun Shipyards Market Stallholder Registration Rules. Purchased products should not be sold. Otherwise, they will be banned on the spot, and their violation will be put on record. Applicants whose names appear on record will be moved to the waiting list;
4. Booth operators shall ensure that the products and services sold or provided are original and do not infringe any copyright and other rights of any third party. If failing to do so results in any litigation brought against IC, the booth operator shall bear full legal responsibility and compensate IC for all losses incurred;
5. If IC is the subject of a litigation because of infringement of a third party's copyright, the concerned booth operators shall assist IC in participating in the proceedings;
6. In order to avoid any suspected infringement or violation of any relevant legal provisions governing foreign trade activities arisen from products on display/on sale in the Craft Market event, booth operators must pay attention to and abide by the following laws and statutes, in order to avoid violations of such that leading to their taking criminal liability or administrative legal responsibility, if any.
  - 6.1 Law no. 3/2016 – Amendment to Law no. 7/2003 – “Foreign Trade Law”;
  - 6.2 Law no. 2/2017 – “Enforcement Law of the Convention on International Trade in Endangered Species of Wild Fauna and Flora”;

6.3 Law no. 5/2012 – Amendment to Decree-Law no. 43/99/M – “The Regime of Copyright and Related Rights”;

6.4 “Industrial Property Code” – Approved by Decree-Law no. 97/99/M.

7. In order to strengthen food safety management, food and beverage stallholders must abide by the food safety and hygiene instructions provided by the organiser of this event. Otherwise, they will be disqualified from setting up the stall;
8. Stalls offering retail services shall comply with the relevant provisions of Law No. 16/2019 (“Restrictions on the Provision of Plastic Bags”) and Executive Order No. 143/2019. Except for the exempted cases, a fixed amount of MOP1 shall be charged for each plastic bag provided;
9. Stall operators shall comply with Law no. 9/2021 “Consumer Rights and Interests Protection Law”, in particular Article 14 which stipulates that the operator shall display the price and unit of measurement of the goods or services in a visible, legible and unambiguous manner for the consumer to consult in advance. Meanwhile, the price of the goods or services shall be displayed in the legal tender in circulation in the Macao Special Administrative Region. In addition, Article 21 stipulates that when requested by the consumer, the operator shall issue a receipt for the payment of the price of the goods or services;
10. The stalls will be arranged according to product categories before stallholders draw lots to decide the allocation of the stalls;
11. Once they have determined the time period, the selected stallholders must attend the market for three consecutive days from Friday to Sunday of the corresponding week (time period 1,7 and 8 are for four days). Rescheduling, non-participation, unexcused absence or withdrawal is not allowed. In the event of exceptional circumstances, they should notify the organiser at least one week prior to the event, fill in the written request for leave provided by the organiser, and submit it to the organiser. The request for leave should not be deemed to have been approved until a positive reply from the organiser is received; otherwise, it may affect the stallholders’ eligibility to participate in the event again;
12. Stallholders are encouraged to decorate their own stalls. They must use their stalls properly and must not place any items beyond the designated area of their stalls. With consideration of public safety, they are not allowed to rebuild the stalls in any form whatsoever or place hazardous items in the stalls;
13. Stallholders may only give out publicity materials within the area of their respective stalls; to use audio-visual equipment, the stallholder must position it at a fixed location and control the volume so as not to cause inconvenience to other stalls or the public;
14. For the sake of electric safety on-site, the total electricity consumption of food and beverage stalls should not exceed 5000W, nor should the total electricity consumed by other stalls go beyond 5000W;
15. During the event, stallholders are required to report their electricity consumption to the organiser in advance and only start using their electrical appliances after obtaining the

- organiser's approval so as to avoid tripping the circuit breaker with excessive usage of electricity on-site. The organiser has the right to clear the unreported electrical appliances;
16. Stallholders are required to keep their stalls clean during their operation, and they may not dump sewage or rubbish at will. All rubbish and sewage must be placed at designated locations;
  17. Stallholders should notify the staff on-site of any damage to the stall as soon as possible;
  18. Stallholders and their assistants must wear the "Lai Chi Vun Shipyards Market" badges issued by the organiser during the event for identification purposes and return them after the event;
  19. Booth operators must ensure that the employment of the workers at the booth are in compliance with the existing laws of the Macao SAR;
  20. Stallholders must sign in and out on time every day and ensure that their stalls are fully operational during the event without any period of vacancy; if they need to arrive late or leave early due to health conditions or other reasons, they should inform the staff on-site of the arrival/departure time and reason in advance, and are allowed to do so only after receiving a positive reply;
  21. The staff on-site will patrol the stalls every day and keep a record of the attendance of the stallholders or their assistants. If the stallholders or their assistants are found to be absent for one day or more, or arrive late or leave early three times or more during the event, they will be recorded, and the recorded applicants will be immediately moved to the waiting list for the current phase of the market, which may affect the stallholders' eligibility to participate in the event again;
  22. Booth operators shall not transfer, lease or share the booth to other brands for use in any form. If the above situation is found, they will be put on record and prohibited from these practices immediately. If no improvement is made, the booth operator's eligibility to participate again in the event may be affected;
  23. Any conflict or dispute between stallholders or with residents regarding sales or brands during the event should be subject to the coordination of the staff on-site or mediation by the organiser;
  24. The staff on-site will distribute questionnaires to all the stalls during the event, and all stallholders are required to fill in the questionnaires truthfully and return them to the organiser. The questionnaires will only be used for the organiser's reference, and will not be used for any purpose other than for the purpose of improving the event;
  25. The market will be temporarily closed in the case of bad weather, including the issue of the Red Rainstorm Warning Signal, Yellow Storm Surge Warning or Typhoon Signal No. 3, and the organiser has the right to remove the stalls for public safety reasons;
  26. The organiser reserves the right to hold the relevant party accountable for any damage to public property;
  27. The timetable and notes for the Lai Chi Vun Shipyards Market:



<b>Time</b>	<b>Item</b>	<b>Particular</b>	<b>Note</b>
14:30 - 15:00	Temporary storage open	Booth operators can move in and start operation as early as 14:30	<ul style="list-style-type: none"> <li>• Please report to staff upon arrival for handover procedure;</li> <li>• All booths must be ready for operation before 15:00;</li> <li>• Booth operators and their assistants should wear “Lai Chi Vun Shipyards Market” working badge issued by the organizer for identification purpose;</li> <li>• Temporary storage can only be accessed by the holder of “Lai Chi Vun Shipyards Market” working badge issued by the organizer;</li> <li>• Booth operators are financially and/or legally responsible for the loss and damage of their products. Personal belongings and valuables are not suggested to store in the temporary storage;</li> <li>• The temporary storage facility will be closed after the market ends every day and will not be available for use.</li> </ul>
15:00 - 19:00	Market open to the public		
19:00 - 20:00	Pack up booths	Booth operators and their assistants should pack up their own booths when the Craft Market is over.	<ul style="list-style-type: none"> <li>• Booth operators and assistants report to staff before leaving for handover procedure.</li> </ul>
* Last day of each time period before 20:00, booth operators should finish retrieving all items in the storage. The organizer handles the unretrieved items in storage after this session is closed.			

28. Any dispute related to the activities held during “Lai Chi Vun Shipyards Market” shall be subject to prevailing laws and regulations of Macao SAR and falls under jurisdiction of the court of Macao SAR. Legal proceedings by other regional courts shall be renounced;
29. The organiser reserves the right of final interpretation and decision on the terms and conditions set out in the Rules.