

SANTOLAN TOWN PLAZA

Dear Applicant,

Thank you for your interest in joining our bazaar! We, at Santolan Town Plaza, have always been committed to bringing the best and most unique shopping experience to our shoppers. We make it a point to keep an eye out for the latest trends, and aim to be the first to introduce these new concepts and ideas to the Rockwell Community.

With the success of our bazaar over the years at Rockwell Center, Makati City, we are looking forward to our first ever Christmas Market at Santolan Town Plaza this 2018. The Christmas season is fast-approaching and it is our top priority to provide **a variety of choices perfect for gift-giving** that the Rockwell Community would appreciate. Having said this, we will be focusing on **bespoke and artisanal products, hand-crafted goods, quirky trinkets, home items, decors, customizable or personalized offerings, and other lifestyle products**. We will therefore limit the number of fashion merchandises.

In addition to the abovementioned, we would like to clarify and set some guidelines and policies for the selection process of our Holiday Bazaar:

- To maintain the careful screening and selection process that our team would like to implement, all applicants, both old and new, must undergo the application process.
- After careful review of applicants, waitlisted applicants will be called to bring product samples to the Retail Office for approval. Once approved, contract signing will follow.
- In compliance with BIR RDO #042, all merchants must be registered with the BIR using their business or personal TIN.

Should you be amenable to abiding by the guidelines above, we will be more than happy to include you in our future screenings.

Thank you very much.

Very truly yours,



Jeanne Siy
Sr. Marketing Associate - Retail
Santolan Town Plaza

Noted by:



Isabella Padilla
Marketing Supervisor - Retail
Santolan Town Plaza

**SANTOLAN TOWN PLAZA CHRISTMAS MARKET
APPLICATION FORM**

December 13 – 16, 2018

Santolan Town Plaza Retail Arcade Driveway and Pavilion Area

Attention: Jeanne Siy

Rates

- Kindly mark your corresponding booth space.
- **Availability of spaces is not guaranteed.**
- Rates are VAT and Withholding Tax inclusive, good for 4 days.
- Rates are subject to change without prior notice.

- Non-Food merchant, 4sqm** **P 4,000**
 Food merchant, 4sqm **P 3,000**

Application Reminders

- Kindly complete the application details below, and submit this page **ONLY**, together with your **PRODUCT PROFILE, PRODUCT PHOTOS and PHOTOS OF YOUR BOOTH SETUP** to the Admin Office, 2nd Level Parking, Santolan Town Plaza (Mondays to Fridays, 9AM to 6PM) or through e-mail at marketing@santolantownplaza.com
- Submission of applications is from **October 15 to November 15, 2018** only.
- Application is on a **first come, first served basis**. Application forms will be reviewed in the order of submission.
- Once **approved** by management, we shall give you a call to schedule contract signing at the Admin Office, 2nd Level Parking, Santolan Town Plaza
 - Contract signing is based on the order of submission.
 - If unavailable during the contract signing schedule, applicant cannot move to an earlier schedule, BUT can **move to a later time and/or date** or **send a proxy**.
- If your application is not approved, we will send an email to notify you.
- BIR Information: Details of the registration will be discussed during the scheduled contract signing. Please take note of your business or personal TIN to be used in the BIR forms.

Failure to comply with the BIR requirements will mean forfeiture of participation.

BIR Registered Name:

Brand Name:

Contact Person:

Contact Number/s:

E-mail Address:
