



FAMILY FUN DAY COMMERCIAL STALL BOOKING FORM

We are delighted to outline the terms and conditions of the rental of one stall for the Discovery College Family Fun Day. Should this be satisfactory, please fill in this form and submit it together with your payment to the DCPTA Shop located at Discovery College, 38 Siena Avenue G/F, Discovery Bay, Hong Kong.

Event: Discovery College PTA Family Fun Day	
Date: Saturday 3rd December 2016	
Time: 12 noon to 5 pm	
Company Name:	
Contact person:	
Description of goods: <i>Items you intend to sell or display at your stall. DCPTA check that all the items are appropriate for sale or display in the school. The DCPTA reserves the right to ask you to remove items that it deems inappropriate. Please list here items/general description of merchandise you plan to sell or services you plan to promote.</i>	
Email:	Phone:
Stall Rental Fee (Please check only one)	
<input type="checkbox"/>	DC parent, teacher or staff - HK\$500 for one stall <i>*This rate applies only if you are a parent, teacher or staff. You may not rent a stall on behalf of a commercial vendor.</i>
<input type="checkbox"/>	NON DC parent, teacher or staff - HK\$1,000 for one stall.
Please make your rental cheque payable to DCPTA .	

Stall Information

- Each stall consists of a table space that is approximately 3.5 feet x 3 feet (we will be using two tables for the stall) and 2 chairs.
- You may use the space behind the tables to set up additional stall space using your own stall equipment (such as racks to hang clothes or display areas). If you feel you would want more space, you are welcome to rent more than one stall. Limited power outlets, will be allocated first come first served.
- The commercial stalls will be located in the ground floor of Discovery College. The DCPTA will assign the space allotted for each stall renter. You may set up your stall as early as 10:30 am. Please pack up your stall as late as 5.15 pm.

Deadline for submitting this form and payment is Tuesday 29th November 2016. Limited stalls are available. Stalls will be assigned on the basis of acceptance of this form and payment.

The DCPTA Limited is a registered charity in Hong Kong.

DCPTA ADMIN

Cash	Cheque
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