



VENDOR / STALLHOLDER AGREEMENT

Applicable to

☐ *Spring Mela – 29 March 2026*

Stall Allocation, Setup & Opening Hours

Each vendor will be provided with:

- One standard BroodFabriek stall (260(H)x300(W)x100(L)cm)
- Lighting
- Two chairs

A. Stall setup is permitted from 08:00 AM onwards on the day of the Event.

All vendors must be fully set up and ready for operation **no later than 11:45 AM (opening time)**.

B. The Event will open to the public at 12:00 PM.

Vendors are required to remain operational for the full duration of the Event, as communicated by the organizers.

C. No additional tables, furniture, or extensions beyond the allocated stall space are permitted.

D. Vendors must bring their own tablecloths, including a backup, covering the front side of the stall.

Waste, Cleanliness, Inspection & Handover

A. Vendors are responsible for maintaining cleanliness of their stall and surrounding area at all times.

B. Vendors must bring their own garbage bags. All waste generated must be removed by the vendor or put in the provided garbage bags of the Broodfabriek.

C. At the end of the Event, **a mandatory end inspection will take place** together with staff appointed by Maitri Foundation.

D. The stall area must be returned **in the same condition** as it was provided at the start of the Event.

E. **Final sign-off will only take place after successful completion of the end inspection** and approval by Maitri Foundation staff.

F. Any stains, damage, or improper cleaning that results in fines from the venue will be fully charged to the vendor.

G. Vendors may not leave the venue before the inspection has taken place and sign-off has been completed.



Event Management, Communication & Point of Contact

- A. On the day of the Event, Maitri Foundation will appoint **one Floor Manager**, who will act as the **single point of contact** for all vendors.
- B. The Floor Manager may appoint **segment-specific contact persons** for different areas of the venue. These appointed persons will be authorized to provide instructions and coordination on behalf of the organizers.
- C. Vendors must follow all reasonable instructions given by the Floor Manager or designated contact persons in the interest of safety, logistics, hygiene, and smooth event operations.
- D. Direct communication regarding operational matters during the Event shall take place **exclusively through the Floor Manager or assigned contact persons**.

Financial

The charges per booth are;

- ☐ *Food stall* : € 750,00 exc 21% VAT
- ☐ *Snacks stall* : € 500,00 exc 21% VAT
- ☐ *Regular Vendor Stall* : € 375,00 exc 21% VAT
- ☐ *Promotional Stall* : € 250,00 exc 21% VAT
(No selling allowed)

(note promotional stalls for Drinks are not allowed to sell drinks/beverages and only promote their product via samples in plastic cups not bigger than 50cc)

Acknowledgement & Signature

By selecting the checkbox acknowledging the Terms and Conditions on the website, the Vendor hereby represents and warrants that they have read, understood, and agree to be bound by all provisions of this Agreement, including, without limitation, the setup times, inspection obligations, and event management framework.