



AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center, Narra Street, Ayala Alabang Village, Muntinlupa City
Tel No. 8809-2282 / Fax No. 842-5203 / admin@aava.com.ph / www.aava.com.ph

SATURDAY MARKET APPLICATION FORM

Name: _____ Date: _____

Home Address: _____ Mobile No.: _____

Business Name: _____ Tel No. _____

Business Address: _____

Items to Sell (Please specify): _____

RULES AND REGULATIONS:

- The new applicants must fill out the Saturday Market application form, which is subject to the approval of the Committee member. A booth shall be assigned to a vendor in the Saturday Market only upon approval by the AAVA Saturday Market Committee. The booth is non-transferable. A new member and their staff shall submit the requirements:
 - Resident** – Photocopy of AAVA ID and **Non - Resident** – Photocopy of one valid ID
- Selling time is from **6:00 am to 2:00 pm** every Saturday, except in cases where natural calamities, national or special holidays, or other similar cases prevent the same, in which case the vendors will be informed beforehand of any changes in the schedule.
 - Ingress: 4:00 am and Egress: 3:00 pm**
- No Concessionaires/vendors are allowed to ingress before **4:00 am** or even schedule.
- No concessionaires/vendors are allowed to sleep in their assigned stall/booth before **4:00 am** or even the day before the Saturday Market.
- Only products that were approved by the Saturday Market Committee may be sold. Vendors who wish to introduce new items to their existing inventory should first secure the approval of the Committee at least one week before the intended date of introduction. The Saturday Market Committee reserves the right to approve new products on a case-by-case basis.
- Vendors are tasked to ensure the high quality of their products and the proper conduct of their selling staff on the Saturday Market premises. They are personally liable for any incidents that may occur as a result of their negligence in ensuring the same.
- Tables and equipment should be kept within the area allotted. Only a tent and one table will be provided per booth (without a tablecloth).
 - Stall (area size: 5ft x 7ft) and Table (size: 3ft x 6ft)**
- Vendors are required to keep their premises always clean and shall be responsible for cleaning up the area after the market closes.
- Pets are not allowed in the selling area.
- Concessionaires/vendors are not allowed to park inside the parking area of the Saturday Market. You can park your car/vehicle along University Street or the open space/area at the back. Those members who violate will be penalized.
- Proper attire must always be observed by the vendors and their staff. Always wear the Saturday Market T-shirt. The wearing of sando, rubber slippers, tattered jeans, mini-shorts, and the like is not allowed.
- Leafleting re products for sale is allowed within your stall/area only. Other advertising materials may be used only within the space allotted to the vendor.
- Vendors who use LPGs, butane, and other flammable cooking gases must observe utmost diligence in the use and maintenance of their equipment.
- The Saturday Market Committee is not liable for any losses, injuries, or damages that may occur during the operation and conduct of the Saturday Market.

TERMS OF PAYMENT:

- The Annual Membership fee shall be collected after the three (3) trial of selling. The Annual Membership fee is non-refundable, and Membership is non-transferable.
 - Resident – 1,000.00/stall**
 - Non- Resident – 2,000.00/stall**
- The rental fee is **P650.00/booth per Saturday**. This fee shall be paid weekly, in advance. AAVA will strictly implement the **“No Payment, No Booth Policy”**.
- Vendors who will not be able to sell for whatever reason are required to notify the AAVA Office in advance, or not later than Monday before the scheduled Saturday. Failure to do so will result in the assessment of the regular rental fee for the day.
- Should the regular vendor be unable to sell on the date scheduled, AAVA reserves the right to permit a new applicant on the Waiting List to sell in place of the absent vendor.
- The cost of electricity usage will depend on the assessment of the AAVA electrician. A minimum fee of **P100.00**/heating element (i.e., microwave oven, electric kettle, oven toaster, etc.) will be charged for booths requiring electricity, and **P50.00** each for an extra table & **P20.00** each for a chair.
- AAVA reserves the right to increase weekly and/or annual fees

Failure to abide by the rules and regulations herein set forth, even after appropriate warning, shall result in the forfeiture of any right to sell in the AAVA Saturday Market.

Conforme: _____ Cleared by: _____ Recommending for approval: _____

Sign over Printed Name Finance Dept. CERD Head Saturday Market Committee

APPROVED BY: _____
VILLAGE MANAGER