



**Letter of Agreement**  
*HKIS PFO World's Fair*  
*Shopping Village*

**March 29, 2025**

1. The vendor understands that the World's Fair is a major fundraiser of the Hong Kong International School's Parent Faculty Organization (HKIS PFO) and the HKIS PFO greatly appreciates the participation of the vendor. For the vendor's sponsorship, the HKIS PFO agrees to provide space at the World's Fair Shopping Village (including table(s), chairs and electrical outlets as specified in the *Vendor Application*).
2. The date and hours of the **2025 HKIS PFO World's Fair are Saturday, March 29, 2025, 11:00 am to 3:00 pm**. Pre-sale to volunteers starts at 10:30 am. Vendors will have access to the selling area at HKIS High School by 9:00 am for setup and must pack up all goods and remove all waste materials by 4:30 pm.
3. The vendor is allowed one parking space for one vehicle and **must arrive no later than 10:00 am** to have access to the space. The license plate number for such vehicles must be provided to the Shopping Village Committee by **March 19, 2025** to obtain a parking spot. Delivery vehicles will be given access to the school to drop off required items if the license plate number(s) is/are registered in advance. After 10:00 am the parking lot is closed to all traffic until the completion of the Fair.
4. The vendor may sell only the items described and agreed upon with the HKIS PFO in this application. Please note vendors will not be permitted to sell any food and beverage for on-site consumption. However, pre-packed food & beverage items for taking away are permitted.
5. The vendor is responsible for ensuring the legality of the goods to be sold including obtaining the necessary licenses as required by the Hong Kong Government.
6. The HKIS PFO shall supply the vendor with the location and the number of tables and chairs agreed upon in the application. The vendor shall supply, at its expense, any labor, insurance and equipment required to prepare and sell the items agreed upon in the application.
7. The vendor will only be allowed items that fit within the confines of the table size purchased. Any display items (rack, etc.) must fit in the area allotted. **No additional tables, shelving units, racks, extensions, etc. are permitted, unless they fit on/within the allotted table space.**
8. The vendor shall take all security precautions to protect all its goods while at the Fair. Neither HKIS nor the HKIS PFO is responsible for any loss or damage to the vendor's goods however caused. Additionally, HKIS and the HKIS PFO are not responsible for vendor's sales or lack thereof.
9. The vendor agrees to indemnify and hold harmless the HKIS PFO and HKIS from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the HKIS PFO or HKIS may pay, sustain, suffer or incur by reason of or in connection with the use of the goods that they sell or otherwise distribute during the World's Fair Shopping Village including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.
10. It is mandatory for any Service Vendor to have 3rd party liability insurance in the amount of five million

Hong Kong dollars (HKD \$5M). HKIS and the HKIS PFO should be listed as *Additional Insured*, including the cross-liability clause. **This applies only to service / medical services / food / beverage vendors.**

11. HKIS PFO reserves the right to make all decisions regarding table allocation and location. No refunds will be granted. All payments are noted as a donation to HKIS PFO.
12. In the event of cancellation of the Fair by the HKIS PFO for any reason, a full refund will be provided. You will be notified of cancellation via email and mobile phone (if provided.)
13. In the event of cancellation by a vendor, no refund will be provided.
14. In the event of inclement weather, HKIS PFO will ensure the vendor is covered or moved indoors.
15. By applying, the vendor acknowledges that the application isn't accepted until confirmed by HKIS PFO in writing. Special setup needs will not be entertained after the application has been confirmed.
16. The invoice for the table will be sent upon acceptance by HKIS PFO and will be due upon receipt.
17. In the case of the special early bird offer pricing, payment must be received by HKIS PFO no later than **February 28, 2025** in order for vendors to avail themselves of the discounted pricing.
18. The completed application process including the following is **due by March 12, 2025**:
  - a. completed **Online Vendor Application** (online only),
  - b. agree to **Letter of Agreement** (click "I Agree" at the end of *Online Vendor Application*)

**Payment**

All vendors will be invoiced and payment will be made via our website payment portal

**Email:**

pfo.shoppingvillage@hkis.edu.hk

**I/We acknowledge and agree to abide by the above terms. Should I/we fail to comply, HKIS PFO or its representative has the absolute discretion to immediately terminate the rights of the vendor without any compensation.**

**THANK YOU FOR YOUR CONTINUED SUPPORT**

pfo.shoppingvillage@hkis.edu.hk