

# **Stalls Guidelines**

## **Formalities**

- All stalls are obligated to pay a stall charge of Nu.500/- as participation fee to Ms.Soumya Pandey, Business Faculty.
- All stalls will be provided with an optional loan money of Nu.2000 to invest in the stall which should be refunded to Ms. Soumya Pandey.
- Stalls are required to return the loan money to Ms. Soumya Pandey after the event.
- No member of a stall team can be involved in two different stalls.

## **Stall Items and Pricing**

- No stall is permitted to change the items in their menu list on the day of the event. If change is required, please contact the relevant coordinators before the event date.
- No customer shall be charged a different price and prices of items must be maintained as per the individual pricing list submitted to coordinators. In the case it is done so; then the stall is liable to be closed immediately.
- All stalls are requested to have a mbob/mpay QR code print out for customers to make payments through. We also recommend that you have a procedure or maintain a registry of the transactions made by your customers under categories of “transaction amount, journal number and contact number”.
- Discovery of sale of alcohol, tobacco and psychotropic substances by any stall will render the stall immediately closed and the team reported to SSD where they will be dealt with accordingly.
- All the stalls team need to return their respective tables and chairs to the designated classroom after the event. The name of the classroom will be provided on the day of the event.
- The coordinator/group is not allowed to run two different stalls.
- The participants running the food stalls are expected to make the snacks/food by themselves and not cater/procure from other vendors.
- The participants running the entertainment stalls are not allowed to have gambling activities.
- The participants are highly encouraged to showcase stalls that are related to culture and traditions of Bhutan.
- If applicants have similar ideas on the stalls, the preference will be given to the applicants with

- originality, team that would make/produce food themselves or games that are creative.

We encourage you to ‘**not**’ invest an unnecessarily large amount of money on the stalls. We will not be responsible for any losses incurred.

### **Waste, hygiene and sanitation**

-All waste produced by a stall must be taken care of by the stall team. If any stall is found to be left messy and dirty upon the end of the event then the stall team can be chargeable of a penalty by the college. All stall teams must encourage their customers to utilize the bins to dispose of their waste.

-All food stalls are required to use table cloths while games/entertainments are encouraged to do so. A chart paper will be provided by the coordinators.

-Please do not stick anything that has glue, to the painted concrete walls as they can ruin the paint and unnecessarily result in the requirement of refurbishment.

### **Sanitation Rules**

- Food Stall members must maintain basic sanitation and wear face masks and gloves at all times.

-All stall members must be polite and transparent when dealing with customers. Unnecessary fights/conflicts must be avoided. In case disputes do come up then both parties will be reported to SSD and the issue will be handled as per the rulebook.

### **Contact:**

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