



AGREEMENT AND REGISTRATION FORM

The Accra Art and Craft has set these rules for all vendors at the market.

Please read the agreement, complete and sign the form (on the second page), and return it with the payment.

MARKET RULES

1. Vendors must sign the agreement, return the completed registration form and pay the fee three week before the market date. Closing date for registration (18th November 2025).
2. Reservations will not be honored without the full payment before the closing date of registration.
3. The market starts at 9:00 am and finishes at 9:00pm each day. For the set-up, vendors can start from 6:30am on 22nd November 2025 and vendors must complete set up by 8:30am. Please bring adequate cash change for your sales, your own moneybox and any decorations for your table.
4. Organisers and security have the right to search material brought to the market grounds and refuse entry if any questionable materials are found. In such a case, the vending fee will not be refunded.
5. Organizers have the right to ask a vendor(s) to leave if a vendor(s) show inappropriate behaviour or do not respect hygiene regulations. (keep your Booth clean and use the waste bin, and do not litter)
6. No outside food or drinks are allowed except those agreed by the organizers on the vendor registration form.
7. The vendor registration form is part of the contract between the vendor and Accra Art and Craft Market organizers.
- 8. Only items agreed by the organizers as stated on the registration form are allowed to be sold at the market.**
9. Accra Art and Craft Market organizers are not responsible for any missing goods Or Cash. Be Vigilant.
10. Make your own Accommodation Arrangements.
11. Cooking will not be allowed at the market ground.
12. Any vendor who is found to have damaged property belonging to the event organizers or the grounds would be tasked to pay for the damages.
13. By signing this document you agree to be photographed for commercial purposes.
14. 14. Vendors cannot make any changes to the space assigned to them by the organizers.

GIFT MARKET REGISTRATION FORM AND RECEIPT

Date 22nd to 29th November 2025

Telephone number: 0597387179 / 025669466

Vendor	Slot (s)	Cost/Slot (GH2000)
Product/Service Vendor		
Food Vendor		

Name of Vendor / Company's name:		
Items to be sold:		
Number of tables:		
Amount paid:		
Received by:		
Telephone number:		

.....
Sign

.....
Date

PAYMENT METHOD

Bank Transfer

Eco bank Ghana
Account Name - Accra Art and Craft Market LTD
Account Number- 1441002585356
Swift Code – ECOCGHAC

Mobile Money

You can make payment via momo pay (mtn) on 451476 or send the mobile money on 0597387179. The name on it is Accra Art and Craft Market; use your company name as the reference.

You can also register in person at the Sulzul Jewelry shop inside the Du Bois Center.

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____ **Reference No.:** ____

Approved By: _____

Signature: _____

Date: ____..__