

August 2nd, 2024

Dear Vendor,

We are pleased to invite you to participate in the Inter-American Development Bank Family Association's Holiday Bazaar. The 2024 two-day event will take place on **Tuesday** and **Wednesday, November 12th and 13th** at the IDB Atrium, ([1300 New York Avenue NW, Washington, DC](#)), from 10:00 am to 6:00 pm.

This event serves as the primary annual fundraiser for the Social Projects Program of the IDB Family Association in the Country Offices. The program aims to implement social initiatives that create an impact on communities throughout Latin America and the Caribbean.

At our Holiday Bazaar, we are committed to promoting diversity and inclusion. Our selection criteria prioritize the support of small, minority and women-owned businesses, as we believe in creating an inclusive and equitable platform for all. We will also evaluate the quality and the type of products to have a good variety of options.

If you want to participate, please fill out the Application form [HERE](#).

Application details are as follows:

- **The table fee is \$250.00 per table for two days. If you have two tables, the total is \$470.00.**
- You retain 100% of your revenues; there is no commission on your sales.
- Sharing space with another vendor is acceptable, but the IDB Family Association won't be involved in the transaction between the vendors. The responsibility falls on the applicant.
- Once accepted and payment received, the table fee is non-refundable.
- If you can't participate, please inform us promptly so we can contact the next vendor on our waiting list.
- **Unauthorized transfer of your table** to another vendor will result in losing participation privileges in future Bazaars.
- For your application to be considered and completed, please attach pictures of the items for sale by **Friday, September 6th** to the google form. To upload the pictures to the google form you must have a Gmail account, if you don't have a Gmail account, please send the pictures attached to: info@iadbfamilyassociation.org. The application will be reviewed based on the type, quality, price, and uniqueness of the products you offer.
- We will send you the acceptance or rejection email by **Friday, September 20th** with the instructions to make the payment.
- We will have 24-hour security in the Atrium. Yellow tape will be placed around the Bazaar area, to prevent trespassers. The tables and displays should be properly covered, and your most valuable items removed, if you feel more comfortable doing so. However, the IDB, the IDB Family Association, staff and volunteers will not be responsible for lost or broken items.
- When submitting your application, please specify the type of floor display you intend to bring, such as a clothes rack, floor display or free-standing unit. Please note that due to space constraints, each table will only accommodate one of these display options.
- **Lastly, it's important to note that vendors, apart from the IDB Family Association's tables, are not permitted to sell any food products.**
- **After your application acceptance, we will contact you with further details and specifications to make sure your products are very well promoted in advance. We will promote your products on our social media channels.**

We look forward to working with you, wishing you good luck in your endeavors.

Cordially,

[IDB Family Association](#)