



Date: 1 Nov 2018

Dear Sir/Madam,

Invitation to participate in the Mini Market at the Kowloon Junior School Parent Teacher Association School Fair 2019

The Kowloon Junior School Parent Teacher Association (KJSPTA), a non-profit organization, seeks your company's participation in our **annual school fair**, which will take place on **Saturday, 16 March 2019 from 11:30am to 4:30pm**.

Kowloon Junior School is an elementary school and part of the distinguished **English Schools Foundation (ESF)** in Hong Kong. Our school offers quality education to 900 children and is located on 20 Perth Street in Ho Man Tin, Kowloon.

The school fair is the biggest event of the year organised by the KJS PTA and is frequented by over 2000 people every year. The fair features game stalls, sports challenges, live performances by students and teachers, a live auction, an action-packed Raffle Draw, a book sale, an International food village and our every popular **Mini Market** in our school hall.

We would like to invite you to be a part of our **Mini Market** in the air-conditioned school hall located on the first floor of our school. This would be an excellent opportunity for you to showcase your products and services, and reach out to new consumers. Your previous consumers will also have the chance to revisit you if you have participated in our Mini Market before.

The rental of a booth at our Market would cost **\$2,200** for the entire day. This gives you a 51-inch by 27-inch table and two chairs, and promises a constant flow of customers.

You can secure a booth by filling out the attached form and returning it with a crossed cheque addressed to **Kowloon Junior School Parent Teacher Association Ltd** and attention these to **Candy So** or **Naomi Chow**, our KJSPTA Fair Coordinators at 20 Perth Street, Ho Man Tin, Kowloon. The deadline for all submissions is **27 January 2019**.

Please note that Booths are available on a first-come-first-serve basis. In the event that all booths are occupied, your cheque will be returned to you as soon as possible. If you have any questions about this event or the booth rental, kindly contact Candy or Naomi at 3765 8709 or via email at pta@kjs.edu.hk

We look forward to hearing from you soon and hopefully seeing you at the fair. Thank you for your support.

Your sincerely,

Saloni Melwani

A handwritten signature in black ink, appearing to read 'Saloni Melwani', written in a cursive style.

KJSPTA Chair

Encl.



Booking form for stall rental

Kowloon Junior School School Fair 2019

16 March (Saturday), 2019
Time: 11:30 a.m. to 4:30 p.m.

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|------------------------------|--|
| Company Name | |
| Your Name | |
| Address | |
| Telephone and Fax # | |
| Email address: | |
| Items to be sold | |
| No. of booth required | |
| Total amount: HK\$ | |
| Cheque No. | |

The cost of renting a stall with one table (51 inch x 27 inch) and two chairs is **HK\$2,200**

For enquiries, please call Ms Candy S or Ms Naomi Chow, PTA Administrator, between 9:00 a.m. to 3.00 p.m. at: #3765 8709.

Please return the completed form with a crossed cheque made payable to “**Kowloon Junior School Parent Teacher Association Ltd.**” to Ms Candy So or Ms Naomi Chow, KJSPTA Administrator, at 20 Perth Street, Ho Man Tin, Kowloon, **no later than 31 January, 2019**. **Stalls are available on a first come first served basis.** You will be notified of the results by 10 February, 2019. Your cheque will be returned to you if your application is unsuccessful. A floor plan of stalls and a map showing the unloading and parking areas will be sent one week before the Fair Day.