



STALL APPLICATION

30th September 2016 – 02nd October 2016

GENERAL INFORMATION AND CONDITIONS

STALLS AND COST

Prices are for the duration of the festival and include VAT.

Art Craft Stall in Marquee	-	R2 500.00 (3m x 3m)
Mobile Food Stall	-	R3 450.00 (3m x 3m): Other dimensions – Quote separately
Electricity	-	R 300.00 (Only one electricity point per stall will be allowed.)

A special price can be negotiated for larger stalls.

A non-refundable administration fee of R90.00 (VAT included) is payable on submission per application.

Please send proof of payment of Admin Fee with your stall application.

No water is supplied to the stalls. Stallholders are to note that they must be in position for all three days of the festival.

Applications for the stalls will close on 31 May 2016, after which a selection process will be made.

Stalls will be selected according to type, so as to ensure that a large variety of stalls are available to the public.

The area of your stall has to include your tent pens and/or construction (trailer/caravan tow bar) as well as your signage. Stalls dividers in tents are your responsibility

TRADING HOURS

Friday – Sunday 30th Sept – 02nd Oct 2016 - 09h00 – 18h00 (subject to change)

Vendors will only be allowed to off-load in the morning at 07h00 and all vehicles and trailers should be removed from market square by 08h30. All vehicles failing to leave after this time will be towed away.

No vehicle will drive in the area after 08h30. This will be strictly enforced!!! Vehicle passes will be issued. All stallholders must comply with the regulations attached to this document. Failure to do so will result in a stall holder being evicted, with no refund being given.

All exhibitors must be ready for trading on Friday 30th September 2016 at 09h00.

Only one electricity point per stand in Marques tents is allowed. Applicants must supply their own extension cords for stalls (min 20m), which should be in accordance with safety regulations. Failure to comply may result in the applicant being kept responsible for all damages caused by defective extension cords or plugs.

Please ensure that your name and business details are clear on the deposit slip and faxed/emailed to our office.

Only items listed on the application form may be sold if approved by the organizers and, if goods not listed are sold, it will be confiscated.

Exhibitors are responsible for all accessories, partitions, extension cords, plugs, etc.

Exhibitors are responsible for keeping their stalls clean and tidy.

NGO Stalls

No electricity. A letter confirming the NGO status (Registration document) must accompany the application

NB: Municipal Traders on Market Square are permanent tenants and the Hermanus Whale Festival has no jurisdiction over them or what they sell. They are housed in four corrugated structures.

Credit and debit card facilities

If you are interested in a credit or debit card machine, you can contact Jackie Gordon from Wappoint at 086 1210121 or e-mail her at

JackieG@wappoint.co.za or www.wappoint.co.za

The deadline for applications is 5th September 2016.

CONDITIONS AND INDEMNITY

All vendors display their products at their own risk. Although the necessary steps will be taken to safeguard stands & products, the Hermanus Whale Festival management will be INDEMNIFIED against claims caused by injuries, theft of damages. Detailed security arrangements will be communicated to vendors in time.

No sub-leasing or lending of stalls is permitted.

The Name and Logo of the Hermanus Whale Festival can only be used with prior written confirmation from the Chairman of the Hermanus Whale Festival. Royalties are payable and arrangements must be made ahead of time. Merchandise that does not adhere to these principles will be confiscated.

Stallholders who leave early are not entitled to any refunds and will not be considered for participation again.

REMEMBER TO INCLUDE PHOTO'S/COLOURED PHOTO COPIES. PLEASE NOTE THAT SELECTION OF PRODUCTS IS DONE ACCORDING TO THE VISUAL MATERIAL SUBMITTED. NO APPLICATION WILL BE CONSIDERED WITHOUT VISUAL MATERIAL. PLEASE INCLUDE PHOTO'S OF WORKSHOP AND PRODUCTS IN PROCESS.

Submit a stamped envelope should you wish to receive your visual material back. Photos will be kept for use in future unless it is requested to be returned.

The Hermanus Whale Festival Management can not guarantee the sale of products and or profit. - No refunds will be considered.

The attached contract should be completed in full – signed and submitted to the office. Please keep a copy for your own record.

CANCELLATION FEES

Up to 12 August 2016 - 25% of stand fee.

After 12 August 2016 - 50% of stand fee.

After 1 September 2016– the full amount will be withheld.

Also note that all stallholders who have been selected must pay their money in full by no later than 15 Aug 2016. This money can be paid directly into our banking account, deposit slip to be faxed to (028) 313 0927 or emailed to leont1000@gmail.com – Nonpayment by the due date will lead to the vendor being replaced.

Banking details:

ACCOUNT NAME: HERMANUS WHALE FESTIVAL
BANK: ABSA HERMANUS
ACCOUNT NUMBER: 405 609 5055
BRANCH CODE: 632 005

Postal Address:

HERMANUS WHALE FESTIVAL
P.O.BOX 1103
HERMANUS
7200

TRADING NAME:

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PERSONAL PARTICULARS OF APPLICANT:

Surname and Initials		Id number	
Postal address		E-mail	
		Tel (W) Tel (H)	
Town/city		Fax #	
Postal code		Cell #	

ALTERNATIVE CONTACT PERSON:

SURNAME		CELL #	
NAME		Tel (Code & #)	

Please select from the following types of stalls.

Mobile(food)

Arts and Crafts

NGO

Do you require electricity Yes..... / No

Description of food to be sold from Mobile: _____

State the size (dimensions) of your mobile: _____

Description of arts/craft products

Wooden articles	Jewellery	Glass/ Lead glass	Leather	Cosmetics/Soap	Paper/printing
Paintings	Fabric painted articles	Steel/Iron	Ceramics	Toys/dolls clothing	Candles
Furniture	Ceramic	Clothing	Stencils	Other	Crockery/tableware

Please specify in detail: _____

INDICATE THE YEARS YOU HAVE BEEN SUCCESSFUL EXHIBITING AT THE HERMANUS WHALE FESTIVAL.

2008	2009	2010	2011	2012	2013	2014	2015
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Total Cost : Stall Fee R..... + Electricity R..... ; Total Due R.....

I, the undersigned, hereby declare that I have read the conditions, rules and regulations and will abide by these.

SIGNED ON THIS _____ DAY OF _____ 2016, at _____

ON BEHALF OF VENDOR AND SURETY AND PRINCIPAL DEBTOR

SURNAME _____ FULL NAME(S) _____

I.D NUMBER _____

SIGNATURE _____

Office use	Application Received.....	Admin Fee pd
	Approved : Yes..... / No	Stall Fee pd