



CHERRY FESTIVAL

15-17 November 2018

Vendor Information & Application Form

e-mail: exhibit@cherryfestival.co.za Sharon 082 408 6770

APPLICATIONS :

- 📌 Read carefully through all the information and sign every page. Without your signature on every page, the application is incomplete and therefore your entry will not be submitted for selection. No exceptions will be made.
- 📌 Hand in your application on time. Closing date for applications : 30 June 2018
- 📌 Separate application form for each stall type.
- 📌 Application forms can only be emailed to exhibit@cherryfestival.co.za

ATTACH TO YOUR APPLICATION:

Markets:

- 📌 Copy of your identity document or a valid workers permit (if you are not a South African citizen).
- 📌 Proof of address, e.g. municipal account, clothing account etc.
- 📌 Sufficient visual material for selection purposes e.g. photos needs to accompany the application (even if you have had a stall with the Cherry Festival previously)
- 📌 Make sure your read and sign each page

Food and deli :

All of the above and:

- 📌 A copy of a valid certificate of acceptability for food from your own municipality.
- 📌 A copy of a valid gas certificate where applicable

PRODUCTS:

- 📌 Indicate clearly what your products are – ALL the products you want to sell need to be specified. Your product may not be changed after your application is accepted and you may not sell anything that is not on your application form. If you want to add a product, please email us for approval.
- 📌 The Cherry Festival will not allow any products or packaging material with racist, sexist or xenophobic messages. Such products/wording will be confiscated at the stall holder's risk.
- 📌 All the stalls and products must be of a high quality.

SELECTION:

- 📌 Your application will be presented to a selection committee.
- 📌 Each year, we receive more applications for stalls than the Festival can provide.
- 📌 Each application will be considered by the committee, according to guidelines set (see below).
- 📌 The committee's decision is final and no correspondence or discussions will be engaged in.

GUIDELINES FOR SELECTION OF APPLICATIONS:

- 📌 Is the application completed in full?
- 📌 Is your product unique and outstanding and how many applications for the same product have been submitted? (Keep in mind it is a Festival with an aim to provide visitors with unique, high quality products.)
- 📌 Is the product of good quality?
- 📌 Is there a market for the product?
- 📌 Stalls where manufacturing is in progress, will enjoy preference.
- 📌 Is the applicant from the Free State or the bigger Ficksburg area?
- 📌 Does the applicant, if he/she was a vendor at previous Cherry Festivals have a good track record regarding dismantling the stall at the end of the show and is administration with an exhibitor arduous?

SELECTION RESULTS:

No guarantee can be given that a vendor will get the same stall location as in 2017. The results of the selection will be announced on Monday, 31 July 2018, via email.

Signature: _____

ELECTRICITY

- 🔌 Only one power point per stand. This power point is only for the use of a light (LED, maximum 30 Watt) and a card machine. It is your responsibility to indicate what other electrical equipment (e.g. kettle, stove, deep-freeze or refrigerator) you will use more, and how much electricity will be needed. An additional amount will be charged, for using additional electrical apparatus. No electric heaters or air conditioners will be allowed. The Cherry Festival will discipline against those who use more devices than applied and approved for, or not to affix the coloured sticker (provided to you with registration) onto his plug. Offenders will be fined and apparatus removed. Your stall will also be closed until the fine is paid in full.
- 🔌 All plug-points are 15Amp rated. Any additional points (if available) will be charged at R600/point. Additional plug-points are few and are available on a first-come, first-serve basis.
- 🔌 You have to provide your own extension cord and electrical accessories.
- 🔌 All appliances must be in good working order.
- 🔌 Please note : IF you are the cause of an electrician being called in, you will be liable for the costs incurred. Your stall will be closed until you have settled the cost for the call-out.

ENTRANCE FOR STALL HOLDERS

Upon registration stall holders inside the Main Cherry Festival Terrain, will receive three(3) arm bands, for each 3x3m equivalent stall, on a cost basis, booked and paid for. All additional arm bands can be bought at the normal rate.

PARKING

- 🔌 Parking on the terrain is limited to vehicles with access discs, clearly stating VIP. All other vehicles have to be removed and parked at the designated Exhibitors Parking areas, before the show opens each day. We are working on allocating the few available spaces on terrain for exhibitors who qualify. Due to limited space, the committee has final say on allocation and no correspondence will be entered into.
- 🔌 Runners will get a sticker to display on the vehicle and are allowed on the terrain for 30 minutes only to effect deliveries of stock to a stall.
- 🔌 Vehicles of exhibitors that are left on the terrain, without permission, may be towed away/mechanically locked, at the exhibitor's expense.
- 🔌 The Cherry Festival retains the right to temporarily close an exhibitor's stall, until a vehicle has been moved off the exhibition area, to the correct exhibitor parking area.

REGISTRATION

Registration process

Registration takes place on 14 November 2018 between 08:00 and 18:00, at the main gate. You may assemble your stall until 20:00 on 14 November 2018, after which it becomes a security restricted area and the venue will be locked down.

At registration you will receive **3 x entrance armbands**, a delivery sticker for one vehicle, a parking permit for one vehicle and **your official stall permit**. This permit contains your stand number and a list of products that you may sell. **This permit must be visible in your stall at all times.**

Should you fail to register at the abovementioned time, you will lose your money and the stall space(s) in question. The Cherry Festival will then have the right to lease it to someone else.

TERMS AND CONDITIONS

During registration all stall holders have to sign and submit a legal document containing the terms and conditions & Rules and Regulations for exhibiting at the Cherry Festival 2018

SECURITY

Basic security is supplied to ensure the safety of stall holders, visitors and contractors. It is however still the stall holders responsibility to insure their property and inventory of the stall.

For a quote on additional security for your own stall, please contact the Exhibitions department at exhibit@cherryfestival.co.za.

GENERAL RULES, CODE OF CONDUCT AND RESPONSIBILITIES

The Cherry Festival reserves the right to prevent any stall-owner from erecting a stall or to remove a stall, or give instruction to remove a stall if the vendor should be in contravention of, or not comply with any rules or regulations, including if the vendor should:

- 🔌 Be found guilty of misconduct.
- 🔌 Manner of conduct is offensive or disturbing to other vendors or the public.
- 🔌 The stall's infrastructure does not comply with the standard that is set by the Cherry Festival.
- 🔌 If the vendor fails to provide a fire extinguisher in good working order.

Signature: _____

- 🗑️ The exhibition space is dirty or unkempt. The vendors are responsible for the removal of their own refuse, placed in black bags and taken to the refuse bins. Your kind cooperation in this regard is appreciated.
- 🗑️ Sub-rent a stall without permission from the Cherry Festival.
- 🗑️ Utilise space/area larger than what has been requested, paid for by the vendor and allocated by the Cherry Festival. Please make note of this. It is not fair to other people who pay for the area they use.
- 💰 Money is owed to the Cherry Festival.
- 🏗️ Not comply with the rules, time and regulations for erecting or dismantling a stall.
- 🕒 Not keep to trading hours.
- ⚖️ Commit any illegal action(s).
- 👤 Vendors may not obtain sponsorship for a stall or provide exposure to any entity at the Festival. Sponsorship agreements are only arranged between the Cherry Festival and the sponsor. Advertising or promotion material not approved by the Cherry Festival will be removed.
- 🏠 Without permission, move to another stall on the grounds.

CANCELLATION FEES:

A cancellation fee of 10% plus VAT will be deducted from the amount of rent paid, should the vendor cancel due to unforeseen circumstances up to one month before the Cherry Festival commences. If you should cancel after this date, no refunds will be made.

COMPLETE THE APPLICATION FORM AND SEND BACK TO E-mail : exhibit@cherryfestival.co.za

VERY IMPORTANT

Payment reference for stall payment : QUOTE number on quote

Do not use your name, name of your stall. ONLY use the quote number given to you, AFTER your stall has been approved. DO NOT PAY FOR YOUR STALL BEFORE YOU HAVE BEEN GIVEN A QUOTE.

You will receive an invoice after you have paid in full.

PAYMENTS:

Pay your stall fee into the following account: (AFTER you have received a Quote number)

Account name : Cherry Festival

Bank : ABSA Bank – Ficksburg

Current Account

Account no.: 1890 1408 46

Reference : Quote number as displayed on the quote.

Exhibitor selection will commence on 1 July 2018. Payment in full is due before or on 31 August 2018.

Early Bird Special - Pay, in full, before 31 August 2018 and receive a 10% discount

Should you wish to make use of this offer, please deduct 10% off your total amount indicated on your quote and pay the remaining (i.e. 90% of the full quote amount) money into our account. PLEASE make sure your payment reflects on our account before 31 August 2018. Any money reflecting on our account after 17:00 on 31 August 2018 will not be eligible for the discount and the onus is on the stallholder/applicant then to pay the FULL amount as indicated on the quote. You stand is NOT booked without full payment – it is the responsibility of the stallholder/applicant to ensure payment is made correctly.

Payment process :

- 1) Send in completed application form,
- 2) Receive a quote from us, if successful with your application,
- 3) Pay quote in full – using the Quote number as a reference,
- 4) Receive a confirmation and stand number as well as you invoice from us.

Signature: _____

1. Contact details of stall owner:

Name of stall :			
Name and Surname of owner:			
Postal Address:			
E-mail address:			
Contact Numbers:	Tel	Cell	Cell 2
ID / Passport / Permit no.:			Expire date:
Citizenship:			
VAT number (where applicable):			

2. Product Details:

Provide a complete list of all the products you plan to sell. Your main product has to top the list.

Main Product:

3. How is your product created/ manufactured?

By hand	<input type="checkbox"/>	In Factory	<input type="checkbox"/>	Is your product "green" ? (organic or recyclable)	<input type="checkbox"/>
Country of Manufacturing ?					

4. IMPORTANT : Reminder list

Mark with "X"

Have you completed all the questions correctly?	
Have you completed all the pages and signed every page?	
Have you attached/emailed the photos?	
What is your Reference number, given to you by the Cherry Festival, to pay for the stall allocated? DO NOT PAY UNLESS YOU HAVE A REFERENCE FROM US.	CF18/

5. Accept Conditions

All applicants have to sign the application forms. Forms that have not been signed will not be considered for selection.

I declare that all the information provided is correct and true.

I accept all the conditions in this document.

I undertake to attach all required documents and hand it in with this signed application.

Date (dd/mm/yyyy)

Name in print

Signature

Signature: _____

Exhibition Space (All prices INCLUDE VAT – last year the cost displayed was exclusive).

	Cost per unit	Number of stalls
HALL		
3m x 3m	R 2 300	
3m x 6m	R 4 600	
MARQUEE TENT		
3m x 3m	R 2 520	
3m x 6m	R 4 990	
OUTDOOR EXHIBITION SPACE		
3m x 3m	R 1 900	
3m x 6m	R 3 800	
6m x 8m	R 5 500	
6m x 10m	R 6 600	
Other (Please specify area required)		
FOOD/BEVERAGE STALLS		
3m x 3m	R 2 100	
3m x 6m	R 4 200	
6m x 8m	R 5 900	
6m x 10m	R 6 900	
Other (Please specify area required)		
Liquor License	R 320	
Electricity		

Liquor License R320.00 per license _____

Limited parking spaces available. Parking will be on a "first come, first serve" basis.

Signature: _____