



CHERRY FESTIVAL

20 - 21 November 2020

Vendor Information & Application Form

e-mail: exhibit@cherryfestival.co.za • Louis Meyer 076 560 9438

DURING OFFICE HOURS ONLY

FIND US HERE : S 28° 52' 11,6 — E 28° 52' 24.6

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: 31 July 2020
- 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 worker 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?

Signature: _____

- 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 2019.

The results of the selection will be announced on Monday, 10 August 2020, via email.

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 (2) arm bands, for each 3 x 3m equivalent stall, on a cost basis, booked and paid for. Additional arm bands can be obtained from Louis at registration at no cost.

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. 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 Wednesday, 18 November 2020 and Thursday, 19 November 2020 between 08:00 and 18:00, at the main gate.

You may assemble your stall until **20:00 on 18 and 19 November 2020**, after which it becomes a security restricted area and the venue will be locked down.

ALL STALLS MUST BE ASSEMBLED AND READY FOR TRADING AT 08:00, ON FRIDAY, 20 NOVEMBER 2020. NO EXEPTIONS PLEASE!!

At registration you will receive **2 x entrance armbands**, a delivery (runner) sticker for one vehicle and a parking permit for one vehicle. The parking and "runner" sticker **MUST** be visible on your vehicle's windscreen during the duration of the festival. Any vehicle not parked at the designated parking area, will be towed at the owner's expense.

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.

Signature: _____

SECURITY

Basic security is supplied to ensure the safety of stall holders, visitors and contractors. It is however still the stall holder's 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.
- 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. PLEASE DO NOT USE TELEPHONE OR CELL NUMBERS AS REFERENCE.

DO NOT PAY FOR YOUR STALL BEFORE YOU HAVE BEEN GIVEN A QUOTE.

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 August 2020.

Payment in full is due before or on 31 October 2020.

Signature: _____

Early Bird Special - Pay, in full, before 30 September 2020 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. This is your responsibility and will not be refunded at any later stage.

PLEASE make sure your payment reflects on our account before 30 September 2020. Any money reflecting on our account after 17:00 on 30 September 2020 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 PROCCSS:

- 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.
- 5) **Email PROOF OF PAYMENT TO: Attention Louis - exhibit@cherryfestival.co.za**

VERY IMPORTANT:

NO STALL HOLDER WILL BE ALLOWED ON TO THE TERRAIN IF STALL IS NOT PAID IN FULL ON THE DAY OF REGISTRATION!

NO EXEPTIONS WILL BE MADE.

And don't forget — there is a welcoming cocktail party on Thursday evening from 19:00 for all our exhibitors, to meet and greet and to relax before the next day's kick-off and hopefully for everyone to make lots and lots of money!!!

Looking forward having you here!!

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.	

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

Exhibition Space (All prices INCLUDE VAT).

Signature: _____

	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	
Extra Electricity	R 600	

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

Last but not least

Please indicate if you would like to make use of our camping facilities next to the Cherry Festival terrain — FREE OF CHARGE to all exhibitors.
 Ablution facilities (showers and toilets) about 400m from camping area.

YES NO

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LET'S MAKE IT BETTER!

Please let us know of any changes you would like to see for this years' festival.
 Any suggestions from your side can only help us to improve the festival and get it back to
 One of the best festivals in the country!

Signature: _____