



1 March 2020

Dear Exhibitor,

**Please read this information document carefully.**

Our market this year will be taking place **Wednesday, 25 November, to Saturday, 5 December 2020.**

This market mainly sells a wide variety of quality, handmade items with Christmas presents in mind.

<b>TIMES:</b>	Mondays to Fridays	09:00 -	19:00
	Saturdays	09:00 -	16:00
	Sundays	Closed	

#### **GENERAL CONDITIONS FOR EXHIBITORS**

- Your table must be full at all times and the amount of products available must be consistent until the last day of the market.
- If you exhibit at other markets, it should not have an influence on the amount of products you have available at this market.
- If your table runs empty during the market, an additional penalty of **R200** will be added.
- Exhibitors are allowed to place their contact details on their products and in their exhibition areas.
- Exhibitors with jewellery and food stalls (eg. olives, sauces) are responsible for manning their own stall and the cleaning and filling of tasting bowls.
- Only items permitted by the selection committee may be exhibited.
- **No service slots will be fulfilled during the market by exhibitors.** An amount of **R200** in place thereof is payable. Slots for services at the market will be filled by trained and responsible personnel.
- No product prices may be changed during the market.
- Please ensure that your banking details, contact numbers and email address is complete and correct on your application form.
- The co-ordinator and committee of the Christmas Market are not responsible for any losses suffered during the duration of the market.

#### **SELECTION**

- The following will be used as criteria for the selecting of products for the market:
  1. Excellent quality
  2. Fine presentation
  3. Fair prices
  4. Original and creative products

#### **SELECTION DAYS**

Selection will be taking place on **Saturday, 13 June 2020, from 08:00 to 13:00** for **ALL** products including food products. Please diarise this date and time. Exhibitors who have to attend the selection day will be notified by email.

- Exhibitors will have the opportunity on the date above to present their products to the selection committee. The price that their products will be sold for at the market must please be clearly shown.
- There will be 15 minutes before the set selection time for exhibitors to prepare their items, after which they will leave the hall. Coffee and tea will be available at the kitchen. Selection time will begin promptly as set forth.
- Selection will only take place on the time mentioned – no exceptions.
- All food items and sauces MUST have labels that have the following information on them: a best before date (for shelf as well as refrigerated) / the ingredients used in the product / storage instructions for after opening the product.

### APPLICATION FORM AND PRODUCT LIST

Please complete the application form and product list **ELECTRONICALLY** to ensure readability, save it and email it back to us with a copy of your ID and photo's of your products. Clearly indicate whether you need a power point - there are limited spaces available that have access to a power point. (We will try our best to accommodate you with a power point, if possible.) The application must be **signed** by the exhibitor as confirmation that you accept the market's conditions. Please ensure that you clearly show on the forms what the selling price of every product will be at the market. Prices may NOT be changed during the market.

### CLOSING DATE FOR APPLICATIONS

The closing date for applications is **31 May 2020**. Please do not wait until the last day, as the e-mail capacity is too big and it will delay the finalization of the selection. Applications must be sent to [kantoor@familiekerk.com](mailto:kantoor@familiekerk.com) or [kersmark@familiekerk.com](mailto:kersmark@familiekerk.com). *Please ensure that you uphold all rules and conditions. Your signed application form as well as a copy of your identification document and photo's of the product must be sent to the office before the closing date.*

*If your application was successful, you will receive an email of confirmation after the selection days.*

**If your application is not successful you will be notified and no further correspondence or telephone conversation will take place!**

### PREPARATION AND PACKING UP AT THE TIME OF THE MARKET

Exhibitors can prepare their tables on Tuesday, 24 November, from 08:00 to 16:00. The stalls must be unpacked by 16h00.

Every exhibitor is responsible for bringing a table cloth for their table that **hangs to the ground**. Steady stands may be used on tables for exhibiting products. Exhibitors are responsible for preparing their exhibition areas themselves and in cases where this is not possible, you must please make alternative arrangements yourself. No nails, drawing pins or glue may be used to attach items to walls, doors or any other property. Extra products may be kept under the table. The personnel will refill your table as far possible with the items underneath. It is therefore of the utmost importance that exhibitors will ensure they have enough products for the duration of the market. It is still the exhibitor's responsibility to keep an eye on the amount of products still on your table or to ask someone to keep an eye on it for you.

The Stellenbosch Kersmark ends on Saturday, 5 December 2020, at 16:00. Exhibitors may start packing up at **17:00 only after** all the clients went pass the pay points. (Please read Letter addressed to Exhibitors available on the web). An announcement will be made in the food court when you may pack-up your stall. A friendly request to please be prompt in coming to pack up your table after the market has ended. If someone else is packing up for you please arrange that beforehand with the office. **UNDER NO CIRCUMSTANCES MAY PACKING UP TAKE PLACE BEFORE 17:00. Under no circumstances can the**

**Christmas market staff unpack the tables or pack up the tables at the end of the market or store the stock.**

#### **PRICING LABELS – “BARCODES”**

1. If your labels need to be couriered to you, an additional fee of **R200** will be payable per exhibitor. Postage fees must be paid with registration fees. Confirm by email to which address the labels should be couriered.

**Further information regarding the barcodes, will be given in another information document at a later stage.**

#### **TERRAIN**

The market will be held at the church centre of NGK Stellenbosch-Sentraal with 2 additional marque tents that will be put up for the duration of the market.

**Address:** C/o Martinson Street & Unie Avenue, Uniepark, Stellenbosch (opposite Stellenbosch High School).

#### **REGISTRATION** *(If you are selected)*

***No half tables will be available.***

*TABLE SIZE: 1,80 x 0,75 meter*

- **R750** per table / floor space
  - **Registration fees, service slot fees and courier fees will be payable on or before 31 August 2020.**
- If no payment has been received at 31 August 2020, your space will be allocated to another exhibitor.**

- **R750** per floor space (1.80 x 0.75 cm) (own shelf or table)
- **R750** per table (1.80 x 0.75 cm) (we provide the table)

Electronic payments must be accompanied by a clear reference: your **initials** and **surname**. (No business names)

#### **BANKING DETAILS:**

<b>STELLENBOSCH KERSMARK</b>	
<b>ABSA BANK</b>	
<b>ACCOUNT NUMBER:</b>	<b>405 985 5109</b>
<b>BRANCH CODE:</b>	<b>632005</b>

***Registration fees are non-refundable.***

#### **COMMISSION**

19 % of all sales will go to the congregation. Your selling price must therefore already include this 19 %. **ALL exhibitors pay the same amount of commission.**

*Selling prices must please be rounded to the nearest rand. NO cents.*

*Commission for the food stalls in the Food tent area, will be communicated to you directly.*

**SECURITY**

Security for the products on the premises will only be from Tuesday, 24 November, to Saturday, 5 December 2020.

**ADVERTISEMENT AND PUBLICITY**

We are planning wide publicity for the market including the media – including advertisements in the papers; pamphlets; and electronically via SMS, email, sms and social media – including Facebook and Instagram.

**DISCLAIMER:**

"Notwithstanding anything to the contrary stated herein or otherwise communicated to you, the exhibitor will have no claim or defense of any kind, for direct, indirect or consequential purposes, against the Church or Central Christmas Market Pty. Ltd, due to any act or omission of the church or Central Christmas Market Pty. Ltd, its staff or agents. This includes, but is not limited to, fire, burglary, acts of God, theft, any damage to the products or property of the exhibitor or any injuries you or any person may assist you with the exhibition. The exhibitor undertakes the church or Stellenbosch Kersmark Pty. Ltd to indemnify and indemnify for any loss or damage, whatever it may be, the church or Stellenbosch Kersmark Pty. Ltd may suffer due to the exhibitor's participation in market 2020. "

**CONTACT PERSON**

*Wendy Theron*

[kersmark@familiekerk.com](mailto:kersmark@familiekerk.com)

*Stellenbosch-Sentraal Congregation*

Office Hours: 08h00 – 13h00

Office: **021-883 3850**

*Kersmark Greetings*