

CHRISTMAS COUNTRY FAIR TERMS & CONDITIONS

A. APPLICATIONS:

1. By Email and Online

Application forms are available directly from Organisers or online via our website (www.thechristmasfairfund.co.za). You will find the application form under Christmas Country Fair ; - Exhibitor, Application Form

Once your application has been submitted successfully, you will receive a confirmation email confirming the application has been submitted.

The submission of your application does not mean that you have been selected to take part in the CHRISTMAS COUNTRY FAIR. Please continue to read below on how the selection process works.

2. Selection Process:

- * The first selection round is based on full description & photos of your products.
- * Only after applications have closed will the curation and selection process start – which is done by a committee.
- * You will be notified by email if your application has been successful.
- * No products are allowed to be at the market unless it has been indicated on your application, viewed by our curators and selected accordingly.
- * The Christmas Country Fair Curators have the right to suggest changes to your range, styling, product pricing etc. with years of experience in showing a wide range of products.
- * Note that, once selected, you will be invoiced accordingly and your space will only be confirmed once payment has been made within the timeframe stipulated on the invoice.
- * The Christmas Country Fair Curator’s decision is final.
- * Once you have applied, been selected and paid your invoice – there is no refund payable if you cancel before the event. In the event of a natural disaster, / “Force Major” - if any funds can be recuperated - separate terms will be applicable.

3. Application & Selection Criteria:

- * We prefer products that are proudly South African in concept and creation. Whilst products may contain imported components, we will give priority to products that are conceived and finished locally.
- * Product originality: Products must be unique and original.
- * The Christmas Country Fair will promote products that have been locally designed and locally produced.
- * Preference will be given to unique products that are not readily available in shops or at other markets.
- * Products must not be mass-produced or infringe on any copyright or patent.
- * Although Christmas Country Fair will not restrict participation in other markets, we want to present our visitors with a unique experience and therefore careful not to select applicants/products that are over-exposed – especially within a 80-100km radius of The Christmas Country Fair.
- * Your capacity to produce and deliver will also be considered.
- * Preference will be given to suppliers that will launch new products at The Christmas Country Fair.
- * Previous Christmas Country Fair Vendors need to keep reinventing their ranges and keep the display of

their stand up to standard.

* We limit similar products so as to avoid too much of one product at multiple stands.

* We take into account how sellable a product is to the unique client that shops at The Christmas Country Fair.

* Quality – this is paramount as The Christmas Country Fair is known for showcasing quality products.

* The Christmas Country Fair will place all vendor stands and will do so at their discretion taking into account where they will sell best.

* *NB: YOU WILL NOT BE CONSIDERED IF YOU DO NOT ATTACH AN IMAGE OF YOUR envisaged STAND SET-UP. IF YOU DO NOT HAVE AN EXISTING IMAGE YOU WILL HAVE TO PROVIDE AN IMAGE OF A MOCK STAND SET-UP. (hand drawn will be accepted)*

* The look and feel of your stand is paramount in the selection and space allocation process. We want you to build your own space with your unique identity and creativity. A mere table and table cloth will not suffice.

4. Vendor Options & Pricing:

<u>VENDOR OPTIONS</u>	<u>PRICE</u>	<u>DESCRIPTION</u>
Deluxe Marquee 40 x 30	R 4 000.00 for 3 days plus 15% of sales payable to the Christmas Fair Fund	Vendor pays for a 4 x 4m stand - this includes grey interlocking flooring Trestle Table : R45,00 p/table Chairs : R5,00 p/chair Power Supply : R350,00 (Please bring Extension Cords) Vendor responsible for own modular units, rails, stand lights Please provide covers for stock overnight due to condensation in marquees All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA.

<p>Deluxe Marquee 15 x 25 (situated close to the entrance)</p>	<p>R 3 550.00 for 3 days plus 15% of sales payable to the Christmas Fair Fund</p>	<p>Vendor pays for a 3 x 3m stand - this includes grey interlocking flooring Trestle Table : R45.00 p/table Chairs : R5.00 p/chair Power Supply : R350.00 (Plesae Bring Extension Cords) Vendor responsible for own modular units, rails, stands lights Please provide covers for stock overnight due to condensation in marquees.</p> <p>All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA.</p>
<p>Standard Marquee 10 x 20</p>	<p>R 2 850.00 for 3 days plus 15% of sales payable to the Christmas Fair Fund</p>	<p>Vendor pays for a 3 x 3m stand - no flooring Trestle Table : R45.00 p/table Chairs : R5.00 p/chair Power Supply : R350.00 (please bring extension cords) Vendor responsible for own modular units rails, stand lights Please provide covers for stock overnight due to condensation in marquees.</p> <p>All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of food stuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA.</p>
<p>Collisheen Boma - concrete floor with Thatch Cover</p>	<p>R 2 500.00 for 3 days plus 15% of sales payable to the Christmas Fair Fund. Deli and Take home Meals pay 10% of sales to the Christmas Fair Fund</p>	<p>Vendor pays for a 2 x 2m stand Trestle Trable : R45.00 p/table Chris : R5.00 p/chair Power Supply : R350.00 - please bring extension cords Vendor responsible for own modular units, rails, stand lights, display units. All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of food stuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA</p>

<p>FOOD VENDOR (Food Only)</p>	<p>R 3 000.00 for 3 days in a 5x5m Pagoda plus 10% of total sales payable to Christmas Fair Fund</p>	<p>Vendor pays for a 5 x 5m Pagoda - stand alone Trestle Tables R45.00 p/table Chairs R5.00p/chair Power Point (generator) : R 500.00 (please furnish exact power draw required) Cold Room R650.00 part use</p> <p>Vendor responsible for own modular units, rails, tables etc. All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA.</p>
<p>VENDORS - ALCOHOLIC (small brewery / distillers only)</p>	<p>R 3 000.00 for 3 days in a 5x5m Pagoda plus 10% of total sales payable to the Christmas Fair Fund</p>	<p>Vendor pays for a 5 x 5m Pagoda - stand alone Trestle Tables R45.00 p/table Chairs : R5.00 p/chair Power Point (Generator) : R500.00 (please furnish exact power draw required) Cold Room R650.00 part use</p> <p>Vendor responsible for own pre-approved shading unless otherwise indicated vendor responsible for own modular units, rails, tables etc. All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption must apply for a Certificate of Acceptability. You cannot trade without a COA.</p>

** PRICING WILL BE AS PER ABOVE TABLE UNLESS OTHERWISE STATED ON THE APPLICATION PAGE OF THE CHRISTMAS COUNTRY FAIR Application FORM / WEBSITE.*

5. Things to consider before applying:

* Do not apply if you cannot be at the show selling your own products or if you are unable to send a representative that knows your brand like you do. This we have found, impacts on your sales negatively.

- * Limited Electricity available to stall holders, food and drink vendors under the following conditions
 - Extra fee of R500.00 per Food or Beverage Vendor - we draw power from Generator
 - Extra R350.00 per stall holder in marquees for basic power supply, plug point
- * Do not apply for a market if you cannot commit to it – please take travel, accommodation and courier costs into account before applying for this market if it is outside of your province or not within your immediate surrounding. We have special rates with various accommodation establishments in the area we would be happy to share with you.
 - * For you and the safety and convenience of your customers, The Christmas Country Fair is moving to a cashless environment, which means that although we will still be accepting cash at a central pay point, we strongly urge our vendors and customers to embrace the cashless system. We will issue each vendor with a POS device to process your sales. Each vendor will be issued a payment device with assigned Serial Number - daily end of day sales reports will be collected from each vendor, at close of the Fair - all sales will be reconciled by the Christmas Fair Fund - 15% of sales plus devices fees of 3% will be deducted and payment made to you. This will be processed within 3 working days of the close of the Fair. Please ensure you furnish the Organisers with accurate banking details.
 - * By submitting your application you acknowledge and accept the terms and conditions as set out in the document.
 - * As with any event we cannot guarantee visitor numbers, (last year we welcome just over 5200 visitors through the gate over the 3 day period with a very good average spend) - we do our utmost to ensure that every market is unique and that our marketing is on point to pull as many people as possible. We also choose our dates carefully in terms of school holidays, availability of the venue and other events. Bad weather and other interruptions are however beyond our control.
 - * If the Christmas Country Fair is held over a period of days, you do not have the option to apply for one day. It is compulsory to apply and attend for duration of the event.

6. Certificate of Acceptability (COA)

- * All vendors or businesses intending to manufacture, store, distribute, prepare, transport or sell any kind of foodstuff intended for public consumption must apply for a Certificate of Acceptability.
- * You cannot trade without a COA.
- * it is the responsibility of the vendor to ensure they are in possession of a valid COA and must be able to produce such certificate to the organizers of the Christmas Country Fair on request.
- * you will not be entitled to a refund of your vendor fee if you are disqualified from trading as a result of not being able to produce a valid COA. This is a specific regulation for events and catering.

B. VENDOR ETIQUETTE

- * The Christmas Country Fair has a culture of community and team spirit. Please be courteous to your fellow vendors, TCF security and staff.
- * When entering the venue for setup and strike a speed limit of 5km/h applies. Please keep within the designated parking areas and roads.
- * No vendor cars allowed to be parked outside of designated areas within the venue after **7:30am** on

market days. You will be issued a Stall Holder Parking Ticket at registration on set up day which will allow you access to the Stall holder Parking Area.

C. MARKETING:

- * The Christmas Country Fair has extensive online marketing strategies in place. We also partner with [88.fm](#) Life N Style Radio, GET IT Northcoast, NC Courier, The Ballito and other national publications for media exposure.
- * Feel free to browse our Facebook, Twitter, Instagram profiles and share them with friends and clients.

D. WEATHER POLICY

- * The Christmas Country Fair will only be cancelled due to severe weather conditions and at the discretion of the organizers.
- * The Christmas Country Fair continues in rainy conditions
- * As organizers we take just as much a risk as vendors, as we have expenses beforehand in terms of infrastructure, entertainers, venues, JOC, marketing etc.
- * If you do not agree with this policy please do not apply.

E. REFUND POLICY

- * Entry fees are non-refundable and non-transferrable (to another show or person).
- * No cancellation will be accepted by a vendor within 30days before the event.
- * As organizers we take just as big a risk as vendors, as we have expenses beforehand in terms of infrastructure, entertainers, venue, JOC, marketing etc.
- * If you do not agree with this policy please do not apply.

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F. GENERAL RULES AND REGULATIONS

- * Although we do our utmost to ensure that all possible measures are taken in terms of security, The Christmas Country Fair, The Christmas Fair Fund, Collisheen Wedding Venue and it's members / staff take no responsibility for any loss or injury experiences during any one of our markets. We contract a private security company for the duration of the Fair. They are present Set up to Breakdown - at close of business, all marquees are closed, Collisheen Venue is closed, alarms and electric fences activated, we have security doing perimeter patrols throughout the evening. Alpha Security is on standby separately under the venue.
- * Your space will be confirmed once you have paid your vendor application fee.
- * The Christmas Country Fair has the right to make changes to the layout as and when needed to ensure we deliver a beautiful showcase that best promotes your product and the shopping experience for our visitors.

G. TRADING TIMES - as specified on application form

H. VENDOR PLACING, LAYOUT, SET-UP AND STRIKE

- * Vendors will set-up in various phases depending on where they are placed.

- * Placings, layout, phases and set-up details will be sent to each vendor no later than 10 Days before the market date.

I. TABLES and CHAIRS

* Trestle tables for hire at a rate of R45.00 per table. Measuring 1.80 x 60. Plastic White Chairs R5.00p/ chair

* When strike takes place the table/s and Chair/s should be left at the stand space where the Christmas Country Fair Staff will collect it again.

J. THE CHRISTMAS COUNTRY FAIR IS A SUSTAINABLE MARKET

* CCF recycling policy – please make use of the marked recycling bins for cans, glass, paper, food waste and general to get rid of your rubbish.

* We do know going completely plastic free is a process and can be more expensive, therefore we are happy to share our contacts to help with this process in terms of alternative packaging.

* As a Christmas Country Fair vendor you take responsibility for cleaning your own stall space. Should your stall not be spotless a R250.00 cleaning fee will be added to your final invoice

For any other queries please feel free to contact us at :

Michelle Sutherland - Blake : michelle@thechrismasfairfund.co.za

Rani Munsamy : ranim@ie.co.za