



KOUGA HUMANSDORP

# Lentefees

## GENERAL TERMS AND CONDITIONS FOR STALLS 2019

### 1. Applications

- Applications are open from **03 June – 26 July 2019**.
- **An admin fee** of R50 is payable upon applying for a stall – banking details attached.
- Please send in your application along with your proof of payment as soon as possible.
- **NO STALL WILL BE CONSIDERED IF ADMIN FEE IS NOT PAID WITH APPLICATION!**
- Limited space is available for stalls. We would like to offer you a chance to be part of the Kouga Humansdorp Lentefees.
- All applications will be subject to a selection process.
- Very important: this application form **does not guarantee** a stall space at the Kouga Humansdorp Lentefees.
- The confirmation letter will be sent to you no later than **31 July 2019**.

### 2. Placement

- Provisional placements are made as and when applications are received.
- Applicants will be notified on a continuous basis whether applications are accepted or rejected.
- Apply as early as possible to avoid disappointment.
- No stall is allowed to change from the designated area or exchange with other stalls without permission.

### 3. Evaluation

- Applications must be accompanied by photographs and a complete product description. Without it, applications will not be considered.
- Please do not fax your application and photos - we can not see photos in black and white!
- The committee will give preference to handmade products that show creativity and originality.
- **THE DECISION OF THE COMMITTEE IS FINAL.**
- Food stalls must comply with the local municipality's fire and health regulations. *Also read the electricity conditions and requirements that are attached. The form must be completed and returned with your application form.*
- Food stalls must submit a valid trade of food acceptability certificate with their application. A copy of this certificate is to be displayed in your stall during the festival.
- The local fire chief urges that food stalls have a 4.5kg fire extinguisher, **to be provided by stall holder.**
- Food stalls are limited to the specific products that have been approved by the committee and the **VENDOR** must provide refrigeration equipment for perishable products.
- **A friendly request: stalls that use dairy products must please support the Lentefees sponsor, First Choice, whilst trading on the festival grounds.**

### 4. Payment:

- Successful applicants must pay the amount due into the **Kouga Humansdorp Lentefees's** bank account on or before **5 August 2019 (5 working days after confirmation)**.



KOUGA HUMANSDORP

# Lentefees

- The bank details will appear in your confirmation letter.
- **If you cancel before 06 August 2019, a 50% cancellation fee will be retained.**
- **If you cancel after 06 August 2019, all fees will be forfeited.**
- Please indicate your reference number (Lentefees + stall number) on the deposit slip and fax the receipt to (042) 291 0411 or email – [leoladekker@yahoo.com](mailto:leoladekker@yahoo.com)
- No cheques will be accepted.

## 5. Trading Hours

- The festival opens on Friday 30 August 2019 at 12h00.
- The mandatory daily trading hours are (unless stated otherwise in your letter of confirmation): Friday 10h00 - 20h00 & Saturday 08h00 - 20h00
- Exhibitors can prepare stalls on Friday from 10h00 and Saturday from 07h00.
- Only one vehicle per stall will be allowed on the festival grounds from Friday 30 August (More information on this will be provided in the letter of confirmation).

## 6. Visible Logos

- The use of the **Kouga Humansdorp Lentefees** logo or name on products is strictly prohibited.

## 7. Security

- The **Kouga Humansdorp Lentefees** will provide full-time security, but cannot accept liability for any loss or damage.
- All stalls must be packed up after trading hours. Any inventory left at stall is the risk of the stall holder.
- A personal guard for your stall can be arranged with the official **Kouga Humansdorp Lentefees** security service, for your own account.
- The **Kouga Humansdorp Lentefees** will not be responsible for any loss of/ or damage to goods suffered by any exhibitor, for any reason whatsoever.

## 8. Accommodation

- Exhibitors are responsible for their own travel and accommodation arrangements.
- For assistance in this regard contact Yvonne Bierman via email.

## 9. Registration

- Registration will take place at Nico Malan High School sports grounds from **08:00 to 10:00 on Friday 30 August 2019** – All exhibitors are required to register.
- Upon registration, the necessary registration /access documents will be issued to you.

## 10. General

- No pets are allowed at stalls.
- Tables, chairs and infrastructures are not supplied.
- Exhibitors are responsible for the cleanliness of their stalls.
- Should the exhibitor cause any damage to property or infrastructure of the **Kouga Humansdorp Lentefees**, the exhibitor will be responsible for the full replacement



KOUGA HUMANSDORP

# Lentefees

value or cost of such damage. An invoice will be issued to the stallholder and must be paid within 30 days from the date of invoice.

- The **Kouga Humansdorp Lentefees** reserves the right to suspend exhibitors for any misconduct.
- No loud music is allowed.
- **No subletting is allowed!**
- **FOOD STALLS SHOULD PREFERABLY USE GAS FOR COOKING PURPOSES !!**
- Exhibitors are responsible for providing their own power extensions.
- The Lentefees does not accept responsibility for products that do not sell.

## 11. Food stalls

- Stalls vary in size (available on request) and are not provided with a frame/ gazebo.
- Trailers must be part of stalls or removed to the designated area.

## 12. Market stalls (Arts & Crafts, Marketing stalls)

- Stall owners are responsible for their own tents.

## 13. Tickets

- Exhibitors are provided with 2 entrance tickets and 1 parking permit per day.
- For food stalls, the amount of admission tickets will vary depending on the size of the stall.

## 14. Cleaning

- Your designated area needs to be cleaned and left in the same condition it was found.



Please e-mail your **application, along with your POP for your admin fee and colour photos** to : [bierman2085@telkomsa.net](mailto:bierman2085@telkomsa.net) (for attention: Lentefees 2019) or post / deliver to Nico Malan High School, 42 Du Plessis Street, Humansdorp 6300.

Good luck with your application

The Lentefees committee



KOUGA HUMANSDORP

# Lentefees

## APPLICATION FORM:

**NB: Please don't return the terms and conditions.**

**Complete before 26 July 2019**

**What category are you applying for?**

1. Market stall (arts & crafts)
2. Food stall
3. Marketing stall
4. Expo stall
5. Kiddies Zone Entertainment


*Please ensure that you have read and understood the rules before applying.*

### Contact details:

<b>Name:</b>	
<b>Surname:</b>	
<b>Postal address:</b>	
<b>Town/ city:</b>	
<b>Province:</b>	
<b>Code:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Cell:</b>	
<b>E-mail:</b>	
<b>Additional contact:</b>	
<b>ID:</b>	<b>Please attach a copy of your ID.</b>
<b>Proof of Payment:</b>	<b>Please attach a copy of your payment for your admin fee</b>



KOUGA HUMANSDORP

# Lentefees

## YOUR STALL INFORMATION:

**Trading Name:** .....

Products you would like to sell? Please specify ALL your products. You will not be allowed to sell goods that are not specified.

1. ....
2. ....
3. ....
4. ....
5. ....

**How are your products manufactured? (mark with x):**

Hand crafted		Machine made		Imported	
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**Describe your product (s) in full. (Include photos)**

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**Describe your menu in full. (Food stall)**

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**What are the full length of your vending trailer? (Only if you sell food from a caravan or trailer)**

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**Other suggestions?**

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KOUGA HUMANSDORP

# Lentefees

## FEES STRUCTURE 2019

STALLS: ARTS & CRAFTS, MARKETING (INCLUDING ELECTRICITY)			MARK
Size of stall	Specifications	Fee (duration of the festival)	
4m x 4m	15-amp power point included No 3- phase power available Trading to 20h00	<b>R1 100</b>	
4m x 4m	We would love to have our <b>local NGO's</b> as part of our community festival	<b>Free</b>	
	Special pricing can be discussed for kiddies entertainment	<b>Discounted rate</b>	
STALLS: ARTS & CRAFTS, MARKETING (EXCLUDING ELECTRICITY)			
4m x 4m	Trading to 20h00	<b>R1 000</b>	
STALLS: FOOD			
4m x 4m	15-amp power point included No 3- phase power available Trading to 20h00 Only 11 stalls available  <b>*please indicate food trailer full length</b>	<b>R2 000</b>	.....
	Local Kouga Churches receive discount on food stalls	<b>R1 100</b>	
	Gourmet / prima stalls: 15-amp power point included No 3- phase power available Trading until beer tent closes <b>(23h00)</b> Only 7 stalls available  <b>*please indicate food trailer full length</b>	<b>R3 000</b>	.....



KOUGA HUMANSDORP

# Lentefees

## General information:

1. Complete all questions.
2. Closing date for applications: 26 July 2019
3. Enquiries during office hours (07h30 – 16h00)- Mrs. Annarina Gildenhuys (stalls), Sarette van Vuuren (kiddies zone or Yvonne Bierman (details in email sent to you)
4. Deliver or send applications to:  
Nico Malan High School, 42 Du Plessis Street, Humansdorp, 6300.  
or E-mail to: [bierman2085@telkomsa.net](mailto:bierman2085@telkomsa.net)
5. Banking Details for admin fee (your stall will not be considered if admin fee is not paid):  
Banking details:  
Account: Nico Malan Ondersteuningstrust  
Account number: 50007228188  
Bank: Investec  
Branch code: 580105  
Reference: admin fee + stall name
6. Applicants will be notified on a continuous basis whether applications are accepted or rejected, no later than 31 July 2019.
7. Website: [www.lentefees.nicomalan.co.za](http://www.lentefees.nicomalan.co.za)
8. Please follow our festival on Facebook and Instagram @kougahumansdorplentefees

## Contract:

*I accept the terms and conditions stipulated above.*

Signature	Name and Surname (in print)	Date