



3 March 2017

Dear Exhibitor,

Please read this information document carefully.

Our market this year will be taking place **Wednesday, 22 November, to Saturday, 2 December 2017.**

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

TIMES:	Mondays to Fridays	09:00	-	19:00
	Saturdays	09:00	-	16:00

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.

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, 24 June, from from 08:00 to 13:00** for all products including food products. Please diarise this date and time.

- 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 a 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, save it and email it back to us with a copy of your ID and photo's of your products. 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 Wednesday, **31 May 2017**. Applications must be sent to 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.

PREPARATION AND PACKING UP AT THE TIME OF THE MARKET

Exhibitors can prepare their tables on Tuesday, 21 November, from 08:00 to 16:00. 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, 2 December, at 16:00. Exhibitors may start packing up at 17:00 only after all the clients went pass the pay points. 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. A complete pack-up schedule will be sent to you.**

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.

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 marquee 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, but there will be baskets that may be used for exhibiting products.

TABLE SIZE: 1,80 x 0,75 meter

- R550 per table / floor space
- **Registration fees, service slot fees and courier fees will be payable on or before 31 August 2017.**

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

BANKING DETAILS:

STELLENBOSCH KERSMARK
ABSA BANK
ACCOUNT NUMBER: 405 985 5109
BRANCH CODE: 632005

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, 21 November, to Saturday, 2 December.

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 and social media – including Facebook and Twitter.

DISCLAIMER:

“Niteenstaande enige iets tot die teendeel hierin vermeld of andersins aan u meegedeel sal die uitstaller geen eis of verweer van enige aard, het sy vir direkte, indirekte of gevolgsake, teen die kerk of Sentraal Kersmark Edms. Bpk hê, weens enige handeling of versuim van die kerk of Sentraal Kersmark Edms. Bpk, sy personeel of agentenie. Dit sluit in, maar is nie beperk nie tot brand, inbrake, handeling van God, diefstal, enige skade aan die produkte of eiendom van die uitstaller of enige beserings wat u of enige persoon wat u help met die uitstalling mag opdoen. Die uitstaller onderneem om die kerk of Sentraal Kersmark Edms. Bpk te vrywaar en skadeloos te stel vir alle verlies of skade, hoe dit ook al mag ontstaan, wat die kerk of Sentraal Kersmark Edms. Bpk mag ly weens die uitstaller se deelname aan mark 2017.”

CONTACT PERSON

Wendy Theron

kersmark@familiekerk.com

Stellenbosch-Sentraal Congregation

Office: 021 883 3850

Kersmark Greetings