



email : info@calitzdorpwinterfestival.co.za
Web page : www.calitzdorpwinterfestival.co.za

Guidelines

15 – 16 June 2019

Please Note : Stalls will be required as follows:

- Saturday 15th - 09:00 – 17:00
- Sunday 16th - 09:00 - 15:00
- Sunday - Although not required, stall holders may at their discretion stay open for business

NB: Exhibitors/Stallholders will not be allowed entrance to the festival premises unless full payment of stall fees have been received by the organisers by the due date of 20 May 2019.

1. BOOKING OF STALLS

- The Stall Application Form together with this document serves as a legal contract.
- Exhibitors/Stallholders must pay the full amount due upon receipt of approval of application from the organisers and by no later than the due date.
- No stall will be allocated or confirmed by the organisers without receipt of proof of payment by the due date.
- The organisers reserve the right to allocate all stalls and to re-allocate unpaid stands.
- The organisers reserve the right to reject any stall application without reason.
- ***First time stall holders may be required to send photos depicting the intended product. Alternatively a Website address which has the relevant information can be provided.***

2. CANCELLATION OF STALLS

- The cancellation and refund for a stall (for which payment has been received) will only be accepted by the organisers prior to 20 May 2018, ***and only if this is done in writing***. Once this has been received (before the cut-off date), the stall holder will receive an 80% refund, with the remaining 20% being a non-refundable cancellation fee. Any cancellation after this date, will result in a 100% cancellation fee.
- No refund will be made to Exhibitors/Stallholders if the festival is disrupted by an uncontrollable act/ incident.

3. GENERAL STALL GUIDELINES

Lifestyle and food stalls

- Lifestyle and food stalls are in the open and stallholders must therefore provide upmarket quality gazebos or covered facilities to ensure that business can be conducted in any weather condition.
- Stallholders must provide quality tables, tablecloths, décor, etc. to present a hygienic and upmarket image. The Festival organisers provide only the stall location.
- Stalls must be cleared daily. Structures and equipment may remain overnight and security personnel will as far as is possible secure these items.

All Stall Holders

- Accommodation is not included in the stall agreement or cost and must be arranged by stall holders. Refer to paragraph 5.
- All stalls must open for business and be manned by 09:00 daily on both festival days. *email : info@calitzdorpwinterfestival.co.za Web page : www.calitzdorpwinterfestival.co.za*
- Space is limited due to demand for stalls. Stall size, as indicated on application form, will therefore be strictly maintained.
- Where an Exhibitor/Stallholder applies for a stall size larger than the sizes indicated on the Stall Application Form, the stand will be charged in accordance with the stand size required.

4. ACCOMMODATION

- Accommodation is not included in the Stall agreement or fee and must be arranged by Exhibitors/Stall-holders. Contact Calitzdorp Tourism on 044 213 3775 for assistance with accommodation reservations.

5. OVERNIGHTING ON FESTIVAL PREMISES

Approved stallholders may overnight at the festival premises in accordance with the following rules:

- **A maximum of 2 persons** per stall per night;
- Exhibitors/Stallholders must indicate on the Stall Application Form whether they will overnight in a quality tent or caravan to allow the organisers to allocate a suitable overnighting space at the festival premises. **Contact Cheryl at 0814733232**
- Refer to paragraph 7 below regarding parking of vehicles.
- Only quality tents or caravans will be allowed for overnighting at the festival premises.
- Overnighting in a standard sedan vehicle will not be allowed.
- Overnighting tent/caravan must be tidied and packed away by 07:30 each morning.
- **Note:** Very limited ablution and electricity facilities are available at the Station;
- Exhibitors/Stallholders **may not** make use of the kitchen facilities in the Station Ticket Office.

6. EXHIBITOR/STALLHOLDER PARKING

- Vehicles **may not** park at any of the stall areas.
- Vehicles may offload from Friday 14th June 2019. All stalls must be ready for business by 09:00 on Saturday 15th June 2019.
- Vehicles **may not** be driven on the festival premises from the time the gates have opened until the gates have been closed.
- Strictly one (1) vehicle, or vehicle plus trailer, or vehicle plus caravan will be allowed entrance to the festival premises.
- A vehicle entrance voucher will be issued to each approved Exhibitor/Stallholder which must be displayed at all times to allow entrance to the festival premises, failure to display the vehicle entrance voucher will deny entrance to the festival premises.

7. HYGIENE GUIDELINES FOR STALLS

- Inspection of stall neatness and hygiene will be done regularly by a representative of the Eden District Municipality.

- Local Government Certificate of Acceptability for Food Premises in terms of R918 of the Health Act **must** be submitted with application, failing which the stall application will not be considered.
- The Health Act Certificate must be displayed at all times at the approved food stall.
- All food handlers must be trained sufficiently in the safe and hygienic handling of food.
- All food handlers must wear adequate overalls and head covering.
- All cold food must be kept below 5° C and warm food above 65 ° C.
- All working surfaces must be made from smooth, rustproof, washable materials.
- Food that is exhibited must have sufficient protection against pollution/contamination.
- A container with clean water and soap must be present for regular hand washing.
- Appropriate dustbin with tight closable lid and waste bag must be kept in the stall.
- The organisers will provide bins for all stall waste in close proximity to both food and lifestyle stalls into which stall waste may be disposed of by Exhibitors/Stallholders.
- In the event of dusty ground surfaces, the stall floor must be covered with a cleanable groundsheet.
- All pre-packaged food must be sufficiently labelled. (Law on Foodstuffs, Cosmetics, Law. 54 of 1972).
- Provision must be made to store dirty and used water until it can be disposed of in a safe and healthy way.
- A stall where food is handled must be kept neat and hygienic at all times.
- All food imported, manufactured or presented for sale, must adhere to the labelling law.

8. CODE OF CONDUCT

The organisers reserve the right to prohibit a stall holder from occupying, or removing a stall, or having a stalled removed when a stall holder does not act in accordance with the regulations or does not meet the regulations when he/she:

- Is guilty of misconduct on the festival premises during or after festival trading hours.
- Demonstrates behaviour that is a hindrance to other stall holders or the public.
- Intrusive behaviour includes the loud verbal advertising of products or playing loud music. Stalls are placed in noise-sensitive areas and prescribed noise levels have to be strictly maintained.
- No animals allowed.
- Has alcohol in a stall or misuses alcohol during or after festival trading hours.
- Has own infrastructure that does not comply with the standards set by the organisers.
- Fails to provide a fire extinguisher (where applicable) in good working condition.
- Does not keep the stall tidy and clean. Stall holders must place their garbage in black bags and take them to the garbage deposit bins. Your cooperation in this regard will relieve the pressure on garbage disposal services. Garbage bins are for the use of visitors to the festival.
- Roams with products without permission.
- Obstructs walking areas with products or exhibition material.
- Sub-leases the stall. Stalls may not be shared by two or more exhibitors if this has not been approved by the organisers
- Is in debt with the CPWF.
- Does not abide by the rules of erecting a stall.
- Does not keep to the trading hours.
- Commits any criminal offence.

9. FIRST AID

- A paramedic team will be available on site or on call at the festival premises.

10. INSURANCE

- The organisers are not responsible for the insurance of Exhibitors/Stallholders' goods. It is in the interest of stall holders and Exhibitors/Stallholders to make sure that they are covered by their own Public Liability Insurance during the Festival

11. SECURITY

- The organisers will provide 24-hour security from the beginning of build up until the end of break down.
- Stalls must be cleared daily. Structures may remain overnight and will be guarded as best possible by security staff.
- Where approved stallholders stay overnight on the festival premises, goods may be left in stalls.
- **It must be stressed that neither the organisers nor the security service provider for the festival premises can be held responsible for any loss or damage to Exhibitors/Stallholders' property.**

12. SMOKING

- Smoking is strictly prohibited at any enclosed festival area, whether of permanent or temporary structure.
- Smoking is strictly prohibited at lifestyle or food stalls.

13. COOLING AND STORAGE

- The Organisers do not provide any cooling, refrigeration and storage facilities for any Exhibitor/Stallholder products.
- Exhibitors/Stallholders must provide their own equipment if this service is required.

14. GENERAL GUIDELINES

- The organisers extend no guarantee that the applicant, if successful, will be placed on the same site as previous years. Successful applicants also undertake and confirm to accept that they will be satisfied with stall placement, as decided upon by the CPWF from time to time.
- Stall holders who leave early are not entitled to any refunds and will also not be considered for participation again.
- Stalls are not allowed to sell trademarked products e.g. Nike, Adidas etc. without the necessary documentation from the trademark holder.
- Any stall selling music needs SAMRO registration. Arrangements for a license should be made with SAMRO.

15. EXHIBITOR/STALLHOLDER IDENTIFICATION

- Exhibitors/Stallholders and their staff will be required to wear an Exhibitor/Stallholder's wristband whilst at the festival premises.
- Each approved stall will be issued with four wristbands, 1 per person per day.
- These armbands are for the sole use of Exhibitors/Stallholders.
- Security staff will remove anyone failing to produce an Exhibitor/Stallholder's wristband from the festival premises.

16. LIABILITY

The organisers accept no responsibility whatsoever for any loss of goods, damage to property or injury to any Exhibitor/Stallholder attending the Festival.

17. APPLICANT SIGNATURE

The applicant's signature on the Stall Application Form serves as confirmation that the applicant has read and accepted the Exhibitor / Stallholder Guidelines and will abide by the rules and regulations contained herein.