



STEYNERS AGRI DAY & FARM-RUN 2020

GENERAL INFORMATION AND APPLICATION FORM FOR EXHIBITORS/VENDORS

DATE: 15 FEBRUARY 2020

The rules and regulations set out in this guideline form the standard procedures for approved Exhibitors/Vendors.

OPENING DATE

Applications may be submitted from 21 January 2020. All applications will go through a selection process. To avoid disappointment please apply early.

Email: anja@cazz.co.za / WhatsApp: +27 (0) 61 487 2083

SELECTION DATE AND PLACEMENT OF STALLS

The selection of exhibitors/vendors will start as we receive the application forms. Preliminary placements will be made as and when applications are received, but Steyners Agri Day & Farm-Run reserves the right to relocate any stall in the interest of the festival. It is therefore important to apply as early as possible to avoid disappointment. No stall can change place or exchange with other stalls without permission. Applications will be considered on an on-going basis (continuously) and applicants will be informed as soon as their application has been approved or declined.

EVALUATION

Photos and full product description must accompany applications. Without this information, applications cannot be considered.

Please note that food stalls must comply with the local municipality's fire-and health regulations. It is the responsibility of the all stall holders to provide their own fire extinguishers – minimum 9kg for our food vendors and 4.5kg for all other stalls. Food stalls are restricted to the products as agreed that they have been granted permission to sell in their approval letter.



PAYMENT: PLEASE DO NOT MAKE A PAYMENT BEFORE YOU HAVE RECEIVED THEIR APPROVAL LETTER AND INVOICE.

Successful applicants must make payment directly into the President Steyn Hight School bank account once they have received a letter of approval. Unfortunately, no exhibitors/vendors will be allowed on the grounds if the stall rental is not fully paid. Bank details will be provided in your letter of approval.

TRADING HOURS:

The Farm-Run will start at 08H00

The festival will start at 09H00. The compulsory trading hours will be from 09H00 – 22H00

All stalls must be open and ready by 08H00. Exhibitors may enter the terrain at 07H00 on the 15th of February 2020 for the purpose of setting up their stalls. No vehicles will be allowed on the terrain from 08H00 onwards.

Setup can also be done from the Friday if pre-arranged. Please note that security will be for your own account and arrangement with the school's preferred security company.

PARKING:

Parking will be at the normal parking as for all visitors.

LOGO'S

The use of the Steyners Agri Day & Farm-Run (or any partner as above logo's) and name is strictly forbidden unless approved by the committee. Applications in this regard can be made directly with Anja Leach at 061 487 2083 / email: anja@cazz.co.za

SECURITY

The Steyners Agri Day & Farm-Run provides full-time security but does not accept responsibility for any damage or losses. A personal guard for your stall can be organized with the school's preferred security company for your own account. Details will be available on request.

ACCOMMODATION

Exhibitors/Vendors are responsible for their own travel and accommodation arrangements. Staying overnight on the festival terrain is strictly forbidden.



REGISTRATION

Exhibitors/Vendors must register on Saturday, 15 February 2020 between 06H00 – 08H00 on the festival terrain at President Steyn High School at the info center. No later than 08H00 as the registration office will then be close. Pre-arrangements can be done for registration for exhibitors/vendors that would like to do set-up on the Friday.

All necessary gate passes will be issued at registration.

GENERAL

- Steyners Agri Day & Farm-Run reserves the right to suspend an exhibitor/vendor for bad behavior.
- No animals or loud music will be permitted on the festival grounds.
- Exhibitors/Vendors are responsible for keeping their own stalls neat and tidy.
- NO sub-letting is allowed.
- Exhibitors/Vendors that are paying for a stall with electricity are responsible for providing/bringing their own extension cables.
- Tables, chairs and other equipment will be for the Exhibitors/Vendors own arrangement and account.
- Steyners Agri Day & Farm-Run does not accept responsibility for products not sold.

FOOD STALLS SIZES

Please confirm the size of your food stall with your application form.

You need to bring your own gazebo, tent or trailer. Trailers that are not part of a stall must be moved to the designated parking area.

Please also confirm if you are cooking with oil, gas or electricity equipment.

Products are limited per stallholder.

NON-ALCOHOL BEVERAGE STALLS

Please note that we already have a supplier that will be doing the alcohol beverages and a supplier for the soft drinks.

Please confirm the size of your stall with your application form.

You need to bring your own gazebo, tent or trailer, Trailers that are not part of a stall must be moved to the designated parking area.

Products are limited per stallholder.



Non-alcohol beverages are, coffee, tea, milkshakes, smoothies, fruit juices, ext.

ART AND CRAFT MARKET STALLS

No electricity available, only stall space.

You need to bring your own gazebo (not bigger than 2m x 2m), own tent (not bigger than 2m x 2m), tables and chairs.

Home baking items will also be part of this area (example; bread, pastries, pies, muffins, cakes, cupcakes ext.)

No cooking will be allowed in this area.

EXHIBITION SPACE:

This area will be for companies that would like to showcase big equipment, or any product related to agricultural.

Please confirm on your application if you are going to do any demonstrations and if you do require a separate area for it.

Exhibitors can sell products.

KIDDIES ENTERTAINMENT

Vendors are welcome to provide entertainment for kids at a cost. Costing will depend on what you have to offer.

ENTRY TICKETS

Exhibitors/Vendors are issued with 2 entry tickets per stall per day. Parking is free of charge in the visitors parking area. In the case of a food stall this may differ in proportion to the size of the stall.

PLEASE email your application form and photos to anja@cazzz.co.za



APPLICATION FORM: 15 FEBRUARY 2020

Steyners Agri Day & Farm-Run – Food Stalls, Art & Craft Stalls and Exhibition Space

What category are you applying for?

- Food Stall
- Non-Alcohol Beverages
- Art & Craft Market
- Exhibition Space
- Kiddies Entertainment

Contact details:

Your Name	
Your Surname	
Your company name	
Your postal address: (Invoice purposes)	
VAT Reg. no	
Cell no	
Email address	



Your stall information:

Trading name:

What will you be selling? (Please list all your products.)

1	
2	
3	
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10	

Please provide the length, width and height of your trailer/caravan. (only applicable when selling food or non-alcohol beverages from a trailer.)

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STALLS – information and costs:

Size of stall	Stall options	Cost	Please mark
10m x 15m	Main entrance General lighting and power point incl.	R10 000 or part of a big sponsorship	
5m x 10m	Main entrance – General lighting and power point incl.	R7500.00 or part of a big sponsorship	
3m x 3m	Exhibitors – stands with general lighting and electricity	R1600	
6m x 6m	Exhibitors – stands with general lighting and electricity	R3000	
12m x 12m	Exhibitors – stands with general lighting and electricity	R5500	
3m x 3m	Exhibitors – stands with general lighting and no electricity	R1500	
6m x 6m	Exhibitors – stands with general lighting and no electricity	R2800	
12m x 12m	Exhibitors – stands with general lighting and no electricity	R5000	
Demonstration area	Please indicate if you do require some space to do demonstrations for young upcoming farmers about your product.	To discuss	
Food / Beverage stalls (various sizes)	General lighting and 1 x power point incl Average size of 3m x 3m	R500 Any other options available on request. Varies according to size and location.	



Food / Beverage stalls (various sizes)	General lighting and no power Average size of 3m x 3m	R300 Any other options available on request. Varies according to size and location.	
Art & Craft Market Stalls 2m x 2m	General lighting and no power	R100.00	
Kiddies Entertainment	Available on request. Varies according to what you offer and location		

General information:

1. Make sure that you have answered all the applicable questions.
2. Closing date: N/A (Please apply early!)
3. Enquiries can be made with Anja Leach during office hours at; 061 487 2083
4. Email your application form to: anja@cazz.co.za
5. Successful applicants will be notified on an on-going basis.
6. Website address: www.steyners.co.za

<u>CONTRACT</u>		
I accept all the conditions as set out in this document.		
Signed	Name & Surname (Please print)	Date