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NEWCASTLE WINTER FESTIVAL 2019

FESTIVAL DATES: THURSDAY 25 APRIL – SATURDAY 27 APRIL 2019.

FESTIVAL HOURS: 09H00-22H00 DAILY

GENERAL TERMS AND CONDITIONS FOR STALLS

Please read and keep the letter for future reference. ALL the info you'll need is in the letter.

1. EXHIBITORS FEES / CANCELLATION OF STALLS / LATE ARRIVALS

If an exhibitor applies for a stall and pay the full amount with the application a 10% discount on the stall fee will apply. This arrangement will only apply until 31 March 2019. It won't apply for deposits paid and balances paid later, thus only for full payment with the application.

A deposit of 50% of the exhibitor's fee is payable and proof of payment must accompany your application form. No booking will be made without a deposit. The application will be placed on a waiting list until proof of payment for the full deposit is received. The balance must be paid by 31 March 2019. The closing date for applications is 31 March 2019.

Outstanding amounts will not be followed up and failure to settle the balance by 31 March 2019 will result that you will lose your deposit. Your application will be put on the waiting list until full payment plus 20% for late payment is received. The rule will strictly be adhered to.

It is the responsibility of the exhibitor to make sure that his stall is reserved and that the proof of payment was received by the Festival office. If you should cancel your stall before 31 March 2019, the deposit will be refunded subject to a 10% administration fee. If you cancel after 31 March 2019 no refunds will be made.

Exhibitors who arrive from Thursday, 25 April 2019, onwards will be penalised with an amount of R200.00 per day.

Exhibitors who do not arrive at all will forfeit the whole amount paid.

All stalls left with litter will be blacklisted!

BANKING DETAILS – METHOD OF PAYMENT

Direct or electronic transfers can be made in the name of Newcastle Winter Festival.

ABSA BANK

Account name: Newcastle Winter festival
Branch code: 334 324
Account number: 1090 157 422

Please make sure that your name and the name of your business are clear on the deposit slip as a reference. Please email or fax it with only your application form to the Winter Festival office.

2. POSITION OF STALL

The terrain layout has changed and the committee will allocate stalls to their own discretion. The management reserves the right to limit the number of exhibitors and products / items sold and no correspondence will be entered into regarding the matter.

Please don't phone the Festival office to find out what the number of your stall is. You will receive a file at the Festival office with the necessary information. The stall numbers will also appear on our web page one week before the festival starts.

Please note that reservations for the main hall, is subject to approval by management.

3. EXHIBITORS TICKETS

- Three (3) ID tickets will be issued per stall. The exhibitor's tickets will be photo ID's. The photo will be taken at the Festival office.
- No exhibitor will be able to access or leave the terrain, unless the photo ID is shown.
- Additional exhibitor tickets can be purchased from the Festival office.
- Please note that no entrance tickets will be sold at the vehicle gate.

4. ACCOMMODATION

Only exhibitors on outside stands may sleep on the Festival Terrain in their caravan or tent, if it is an integral part of their stand. Limited ablution facilities are available.

Alternative accommodation can be booked at guesthouses etc. You may request a list of guest houses and it will be mailed to you. Or phone the Tourism office at 034-315 3318.

5. REGISTRATION

Registration will be from 8h00 on Tuesday 23 April 2019 at the Festival office on the terrain. The Main Hall and tent will be open from 08h00. An exhibitor may not start to prepare/build his/her stall without having first registered at the office and completed all documents required.

6. EXHIBITORS -GENERAL RULES – PLEASE READ

- 6.1 Exhibitors may only sell the products as listed on their application forms. Please list everything you intend to sell. A copy of your application form must be available at all times and provided to any member of the committee on request. Please email photos of your product as well as your stand.
- 6.2 No “Bibi guns”, “Blow pipes”, Darts, “Pops” or Fireworks or any other DANGEROUS items may be sold. All swords and knives must be displayed in a showcase. Once purchased, the items must be securely packed in order to prevent usage during the Festival. No exhibitor, besides the beer garden, are allowed to sell alcohol.
- 6.3 Exhibitors who do not adhere to rules 6.1 and 6.2, will be forced to stop trading immediately and no refund will be made.
- 6.4 All exhibitors must be ready to start trading at 09h00 on Thursday 25th April 2019.
- 6.5 No braai’s and fires are allowed in the Main Hall and tents.
- 6.6 Only ONE electrical point may be used per stall. No two-plate stoves, kettles or electric heaters are allowed.
- Computers must be provided with an “UPS” to make sure it is protected in case of a power failure. The Festival Committee will take no responsibility for any damage to any computers or appliances.
- People selling food must inform the office well in advance of all the electrical appliances that will be used and if 3 phase electricity will be needed.
- 6.7 All exhibitors must ensure that they have the necessary licence/permission to sell the product on display in the stall.
- 6.8 Exhibitors are responsible for all dividers, tables, extension cords, double plugs etc. Phone Kinnos at 034-312 2562 or Shories at 034-375 8633 / 082 959 1190 for tables, chairs and tent rentals.
- 6.9 No animals are allowed in the passages between the stalls.
- 6.10 Evaluation of stalls will start at 10h00 on Thursday 25th April 2019.
- 6.11 No exhibitors are allowed to break up their stall or remove any of their products on show before 22h00 on Saturday 27 April 2019. If you do not adhere to the above rule, your application in the future will be considered carefully.
- 6.12 THE MAIN HALL MUST BE EVACUATED BY 12H00 ON SUNDAY 28 APRIL 2019.
- 6.13 Security guards will be deployed from Monday 22 April 2019 from 18h00 to Sunday

28 April 2019 at 18h00. The Main Hall will be locked in the evenings and guards will be placed in the Marquee tent. The festival committee will take no responsibility for any damage or loss of any nature

6.14 Access Control

- No Exhibitor will be able to access or exit the terrain unless a photo ID is shown.
- No vehicles may be used in walkways between 09h00 and 22h00, except for emergencies.
- One (1) vehicle access ticket will be provided free of charge, with a maximum of two (2) in case of more than one (1) stall booked.
- Deliveries must be scheduled for before 09h00 every day.
- The parking disc must be stuck on the windscreen of the motor vehicle. The vehicle registration number must appear on the disc with a contact number as well.
- Motor vehicles without parking discs will be towed away.
- Motor vehicles will only be allowed to park on the provided Exhibitors parking.
- All passengers of the vehicle must be in possession of an access ticket.
- Additional parking discs are available from the office at a cost of R150-00.

6.15 Exhibitors are requested to treat the public with respect and dignity (they are after all the customers). The use of unacceptable (foul language, suggestive or controversial comments) tactics to lure the public to your stall will not be tolerated under any circumstances.

6.16 Exhibitors are kindly requested to respect the privacy of fellow exhibitors after hours.

6.17 Smoking and the usage of any relevant products (eg Incense) is prohibited in the tents and halls.

7. FESTIVAL OFFICE INFORMATION

Office hours during the Festival next to the main pavilion: 08h00 – 13h00 and 14h00 – 20h00.

Office hours during the year at 39 Voortrekker Street, Newcastle: 08h00 – 13h00.

Any enquiries during office hours can be made at the following numbers:

- Tel: 034 312 2959
- Fax: 086 622 4980
- E-mail: info@winterfestival.co.za
- Web Page: www.winterfestival.co.za

The office will be closed from 18 December 2018 and will re-open on 07 January 2019. Though emails will be answered as far as possible.

We look forward to hear from you soon.

Kind Winter Festival Greetings

Hennie Pelsers
PROJECT MANAGER 2019