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📍 Newcastle Show Grounds

🌐 www.winterfestival.co.za

WINTER FESTIVAL 2023

FESTIVAL DATES: WEDNESDAY 26 APRIL - SATURDAY 29 APRIL 2023

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 / BANKING DETAILS

- The exhibitor's fees are indicated on the application form. A 50% deposit is required with your application for a stall. The full amount is payable by Monday 17 April 2023. Bookings will only be made where the full amount has been received.
- Bookings will close on Monday 17 April 2023. If you book after 17 April 2023 you will be required to pay the full amount for the stall booked.
- If you cancel your stall before 17 April 2023, the money paid will be refunded subject to a 10% administration fee. If you cancel after 17 April 2023 no refunds will be made.
- Exhibitors who only arrive on Thursday, 27th April 2023 onwards will be penalised with an amount of R200.00 per day.
- Food / biltong tenders will close on Wednesday, 11th January 2023.
- Exhibitors who do not arrive at all will forfeit the amount already paid.
- All stalls left with litter will be blacklisted!
- **Banking details:** Newcastle Winter Festival ABSA bank, account number 1090157422
- **Please mail or fax the proof of payment to the office together with only your application form. Please use your own name or the name of business as reference.**

2. POSITION OF STALL

The terrain layout changes every year 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

- Two (2) tickets will be issued per stall and won't be exchanged for normal entry tickets. Food and biltong vendors will receive four (4) entrance tickets.
- No exhibitor will be able to access or leave the terrain without the entrance ticket.
- Additional exhibitor tickets can be purchased from the Festival office at the terrain.
- 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. The list will be mailed to you on your request.

5. REGISTRATION

Registration will be from 8h00 on Monday 24th April 2023 at the Festival office on the terrain. The Main Hall will be open from 8h00 on Monday, 24th April 2023. 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 selling. 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 Wednesday 26th April 2023.
- 6.5 No open fires are allowed except for the food vendors who will need it to prepare food.
- 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.

People selling food must apply for a health clearance certificate from the Newcastle Municipality to confirm that they comply with the health rules as required.

- 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 to supply all dividers, tables, chairs, extension cords, double plugs etc. Contact 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 No exhibitors are allowed to break up their stall or remove any of their products on show before 22h00 on Saturday 29th April 2023. If you do not adhere to the above rule, your application in the future will be considered carefully.
- 6.11 THE MAIN HALL MUST BE EVACUATED BY 12H00 ON SUNDAY 30th April 2023.
- 6.12 Security guards will be deployed from Tuesday 26th April 2022 from 18h00 to Sunday 1st May 2022 at 12h00. The Main Hall will be locked in the evenings and guards will do their rounds on the terrain. The festival committee will take no responsibility for any damage or loss of any nature.
- 6.13 Access Control
- No Exhibitor will be able to access or exit the terrain unless an entrance ticket 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 cell number.
 - 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 halls.

7. FESTIVAL OFFICE INFORMATION

Office hours during the Festival: 08h00 - 13h00 and 14h00 - 20h00.

Office hours during the year: 08h00 - 13h00 at the show grounds.

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

- Tel: 069 366 7734
- Fax: 086 622 4980
- E-mail: info@winterfestival.co.za
- Web Page: www.winterfestival.co.za

We look forward to hear from you soon.

Kind Winter Festival Greetings

Armand Botha
PROJECT MANAGER 2023