

## **IMPORTANT INFORMATION FOR EXHIBITORS AND FOOD / BILTONG VENDORS REGARDING THE 2024 NEWCASTLE WINTER FESTIVAL**

It is very important that you should read this letter carefully before you complete and return the attached application form.

We will be very strict regarding the rules set out in this letter and no exceptions will be made.

On the application form for outdoor stalls, you will notice there is different zones to choose from. The layout of the terrain is included with the application form. When you have decided in which zone you want to stand, a layout for that particular zone will be emailed to you so you can choose a stall number. The layout of the Main Hall will be emailed to you so you may choose a stall number. If you want to choose a specific number for a stand the full amount must accompany your application form. It will work on a first come first serve basis.

When you only pay a deposit, you are not allowed to choose a specific number. **A stand number will only be allocated to you once we've received the full payment.**

Once the full amount has been paid, a confirmation letter will be sent to you with a permit which will allow you to enter the show grounds. You must supply us with the permit on arrival. No exhibitor will be allowed onto the grounds without a permit. **If any money is still outstanding, you won't be allowed to enter the premises. We will have an entry gate right at the entrance to the show grounds and you must be able to show us your permit.**

**Please supply us with a copy of the ID of the people who will work at your stall. The ID numbers will appear on our list at the gate. By arrival the person must submit his ID.**

A committee member will direct you to the collection point for your arm bands for each day of the festival as well as your file with stand number on it and information inside the file. No exhibitor / vendor will be allowed to erect their stall before you've collected your file from the collection point.

The collection point for the Main Hall exhibitors and Flea Market exhibitors will be at the Main Hall. The rest of the exhibitors and food vendors will collect their files from the Winter Festival office.

As set out on the application form, two people working at a normal stall booked will receive 2 free arm bands per day for the three days of the festival. One entry ticket for a motor vehicle will be supplied with a maximum of 2 tickets if you booked two or more stands.

Food / biltong vendors will receive 4 free arm bands for each day of the festival. Two motor vehicle tickets will be supplied.

You may buy extra arm bands at the office at the normal entry fee. Persons 14 years and older will pay R90 per person per day and people 60 years and above will pay R30 per person per day. Kids 13 years and younger will pay R60 per person per day. Please budget for extra tickets.

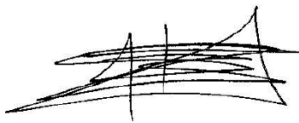
Everything you intend selling should be written on the application form. Products displayed at your stall but not specified will be removed.

No sharing of stalls will be allowed.

A committee member will visit the stalls on a regular basis to ensure you comply with the rules.

Anybody not adhering to the rules will be asked to leave the premises. No refunds will be made.

Kind regards

A handwritten signature in black ink, appearing to be 'Armand Botha', with a stylized, scribbled end.

Armand Botha  
Project manager 2024  
Newcastle Winter Festival