



☎ 069 366 7734 📠 086 622 4980  
✉ info@winterfestival.co.za  
📍 Newcastle Show Grounds  
🌐 www.winterfestival.co.za

## WINTER FESTIVAL 2024

**FESTIVAL DATES: THURSDAY 25 APRIL - SATURDAY 27 APRIL 2024**

**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.
- **Please read the letter included regarding the allocation of stall numbers.**
- The full amount is payable by Monday 15 April 2024. Bookings will only be made where the full amount has been received.
- Bookings will close on Monday 15 April 2024. If you book after 15 April 2024, you will be required to pay the full amount immediately for the stall booked.
- If you cancel your stall before 15 April 2024, the money paid will be refunded subject to a 10% administration fee. If you cancel after 15 April 2024 no refunds will be made.
- Exhibitors who do not arrive at all will forfeit the amount already paid.
- Exhibitors who only arrive on Thursday, 25<sup>th</sup> April 2024 onwards without prior arrangement will be penalised with an amount of R200.00 per day.
- Food / biltong tenders will close on Wednesday, 10<sup>th</sup> January 2024.
- All stalls left with litter will be blacklisted!
- **Banking details:** Newcastle Winter Festival ABSA bank, account number 1090157422
- **Please email the proof of payment to [ncwinterfees@gmail.com](mailto:ncwinterfees@gmail.com) or WhatsApp to 069 366 7734 together with only your application form. Please use the name that appears on your application form as reference when you make a payment.**

### 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 on arrival at the Festival office with the necessary information. 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 may be purchased from the Festival office on 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 the stand, **no extra space may be utilised**. Limited ablution facilities are available.

Alternative accommodation can be booked at guesthouses. The list will be emailed to you on your request.

### 5. REGISTRATION **SEE THE ATTACHED LETTER**

Registration will be from 8h00 on Monday 22<sup>nd</sup> April 2024 at the Main Hall and Festival office on the terrain. The Main Hall will be open from 8h00 on Monday, 22<sup>nd</sup> April 2024. **An exhibitor may not enter the grounds and start to prepare/build his/her stall without having first registered at the office and completed all documents required.**

A copy of the ID's of the exhibitors working at a stall must be emailed to us with the application form.

### 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.  
**Products for sale or on display but not specified on the application form must be removed or it will be removed by the committee and security!**
- 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 25<sup>th</sup> April 2024.
- 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 27<sup>th</sup> April 2024. 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 28<sup>th</sup> April 2024.
- 6.12 Security guards will be deployed from Tuesday 23<sup>rd</sup> April 2024 from 18h00 to Sunday 28<sup>th</sup> April 2024 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 arm band is worn. If an arm band is damaged the exhibitor will be obliged to buy a new one.
  - 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 arm band.
  - Additional parking discs for exhibitors are available from the office at a cost of R150.
- 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 – for exhibitors only
- Fax: 086 622 4980
- E-mail: [ncwinterfees@gmail.com](mailto:ncwinterfees@gmail.com)
- Web Page: [www.winterfestival.co.za](http://www.winterfestival.co.za)

We look forward to hearing from you soon.

Kind Winter Festival Greetings

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

Armand Botha  
PROJECT MANAGER 2024  
NEWCASTLE WINTER FESTIVAL