



**26 , 27, & 28 June 2020**

## **General Rules and Conditions for All Stallholders**

### **1. CLOSING DATE**

- All applications received before/on **9 November 2019** will receive preference.
- Late applications will only be received until **8 February 2020**

### **2. APPLICATIONS**

- When choosing a stall site, it is important to make sure that your **total structure** fits into the space (this includes ropes, pegs and tow bars).
- Products can differ annually – therefore it is important that **products are described in full** on your Application Form and **ALL applications must include photos**, even if you have been to a previous Kirkwood Wildsfees.
- Applications without photos will **not** be considered.
- Food Stallholders must include a **MENU** and **PRICE LIST** with their application form.
- It is very important to indicate **all preferences** on the Application Form.
- All requests will be taken into consideration by the committee when allocating stall sites.
- **A non-refundable administration fee of R250.00 is payable with every application. It must be paid into the bank account of the Kirkwood Wildsfees and proof must be sent with application (See details below).**

### **3. APPROVAL OF STALLS**

- The selection of stalls is necessary to ensure high quality and to minimize duplication of products.
- To prevent stagnation, new stalls will be approved annually. To have a stall at the Kirkwood Wildsfees is therefore not a guarantee that the stall will be approved again the following year.
- **THE COMMITTEE WILL GRANT PREFERENCE TO HANDCRAFTED PRODUCTS AND PRODUCTS WITH A WILDLIFE THEME.** The selection of stalls will be done by an independent committee. The decision of the committee is final and no further correspondence or discussions will be entered into.
- Stalls that have not been approved will be notified in writing.

- Should the application be unsuccessful and the stallholder still attends the festival, the Kirkwood Wildsfees Committee accepts no responsibility to accommodate such a stall.
- Illegal stalls will be removed and strict measures will be taken against trespassers. **It is the responsibility of the stallholder to enquire about their application should no correspondence be received by 15 February 2020**
- If your application is not successful, please do not make any other payments into the Kirkwood Wildsfees account. **SUCH PAYMENTS WILL NOT GIVE ANYONE THE RIGHT TO INSIST ON STALL SPACE AT THE FESTIVAL.**

#### **SUBLETTING OF STALL SPACE**

**No subletting of stall space will be allowed**

#### **4. CANCELLATIONS**

- Should a stallholder **cancel after 1 March 2020**, a **non-refundable cancellation fee of 50%** will be charged.
- Cancellation after **26 April 2020** – **no refunds will be made.**

#### **5. PAYMENT**

- Successful applicants will receive an approval form by **04 December 2019**
- The required amount as indicated on the approval form must **PLEASE** be paid in **FULL** into the Kirkwood Wildsfees account before/on **15 February 2020**
- Please quote your name and surname/stall name as reference on the deposit slip and **FAX/EMAIL THE PROOF OF PAYMENT AS WELL AS THE COMPLETED APPROVAL FORM TO US.**
- If **FULL** payment has not been received by **15 February 2020** the stall will be cancelled and the stall site allocated to another stallholder on the waiting list.

#### **6. REGISTRATION OF STALLS**

- **All stalls must be set up by 17H00 on Thursday 25 June 2020**
- All approved stalls register on Wednesday 24 June and Thursday 25 June 2020 from **08H00 to 17H00.**

#### **REGISTRATION TAKES PLACE AT THE INFO OFFICE ON THE FESTIVAL GROUNDS.**

- At registration, stallholders will receive all permits required.
- Stallholders, who wish to register at a different time mentioned above, **must** contact the Festival Office to arrange another time.
- Stallholders who do not register by the close of Registration Office on Thursday 25 June 2020 at **17H00** will forfeit their stall site and it will be rented to another stallholder.
- **Please note that vehicles will not be permitted on Festival Grounds after 17:00 on Thursday 25 June 2020 due to the opening function.**

## 7. TRADING HOURS

**All stalls must be ready for full trading at 08H30 on Friday, Saturday & Sunday morning.**

- Trading hours for all craft stallholders (including marquee) have changed and everyone must trade until 19H00 on Friday and Saturday night when gates will be closed and security personnel posted. After 20H00 this area will be subject to canine patrol. DO NOT ENTER!
- Gates 1 & 4 will open at **06H00** every morning for stallholders until **08:00**.  
Friday: 08H30 to 19H00  
Saturday: 08H30 to 19H00  
Sunday: 08H30 to 16H00  
**(PLEASE DO NOT START DISMANTLING BEFORE THIS TIME)**
- Main Arena: Food Stalls & Leefstyl Plein stalls however need to trade until 23H00 on Friday and 24H00 on Saturday.
- Please note that trading will take place after sunset – please arrange for additional lighting you may require.
- Food Stallholders are welcome to trade till 1am.
- It is compulsory for all stallholders to trade for the **full three days**.
- Stallholders that do not trade until **16H00 on Sunday** will not be approved for future Kirkwood Wildsfees.
- Vehicle Exhibitors will be permitted to exit the grounds from 16H00 and all other Exhibitors will exit from 17H00.
- It must be remembered and respected that visitors travel from afar to enjoy the festival until 16H00 on Sunday.

## 8. ALLOCATION OF STALL SITES

- Specific stall sites can be requested, but will not necessarily be allocated.
- Stalls may be moved by the committee at their own discretion before the Kirkwood Wildsfees.
- Please take note that there are only a few corner stalls which cannot be guaranteed.
- Moving of stalls will not be allowed during the Kirkwood Wildsfees.

## 9. ENTRANCE TICKETS

- Only **2 free entrance tickets** will be allocated to each stall.
- **It is not possible to give free entry tickets to all workers.**
- Any additional tickets you may require for your workers can be arranged with the office before your arrival - this will be for your own cost.
- **PLEASE TAKE NOTE: ALL STALLHOLDERS WILL BE CHECKED AT THEIR STALLS TO ENSURE THAT CORRECT BANDS ARE USED EACH DAY.**

## 10. FOOD STALLS

- All food stalls must comply with the Health and Fire regulations.
- **It is compulsory that each food stallholder has a serviced dcp fire extinguisher of not less than 4,5kg.**
- Health & Safety inspectors will do inspections during the Kirkwood Wildsfees. Please make arrangements with the office. If you make use of gas, no more than **18kg of gas** may be kept at the stall.
- Approved stalls using fires must ensure a **clear area of 3 meters around it and it must be marked with danger tape.**
- **PLEASE NOTE: Drums will be placed in allocated areas for waste food and old cooking oil. Please adhere to this notice and do not discard food and old cooking oil in the drains. Any person found guilty will be fined.**
- **PLEASE NOTE: All Food stalls operating with HOT oil will be required to have a Fire Blanket on site at all times.**
- **PLEASE NOTE: That having a Food Stall in the Main Arena does not guarantee you an unobstructed view of the stage.**

**PLEASE NOTE: All stalls applying that sell edible products must supply the Kirkwood Wildsfees with a copy of a Municipal Traders License.**

## 11. GOURMET STALLS

While it is obligatory to offer free tastings at your stand during the Festival, it is recommended that this be kept under strict control, in your own interest and that of the organizers. All exhibitors with alcohol on their stands are therefore requested to adhere to the following in the interest of responsible use.

- The organizers have a blanket liquor license to cover the event.
- It is illegal to supply samples or sell liquor to persons under the age of 18 (eighteen) years. Kindly ascertain that the persons serving at your stand are responsible individuals that will be able to enforce this rule when serving tasters or selling alcohol.
- Any violations of the above will result in the immediate termination of license facilities and the close-down of your stand.
- No promotions on double tasters will be allowed.

## 12. AGRICULTURAL STALLS

The Agricultural area adjacent to the quad has been newly paved by the High School Governing Body.

- Should you continue to exhibit your products in this area the proviso is, that under no circumstance, may pegs or other inserts be put into the court paved surface. We have an undertaking with the school that no property will be damaged in any way.
- Should your branding require stability, bring water drums timeously in order for our grounds staff to assist in filling them for you.
- Furthermore, as you have also been made aware, any and all stall holders with large equipment, truck rigs or implements must be set up by **Wednesday midday** to avoid traffic congestion etc.
- Also note that all such stalls will be inspected by our **Health and Safety officers at 2pm** on that day to ensure all safety procedures are in place.





## **19. INSURANCE**

Exhibitors are advised to contact their insurance companies to negotiate the necessary extra clauses to their existing policies. The organizers are not responsible for the insurance of exhibitors' goods.

- Property damage / loss and personal injury: Each exhibitor enters the venue at his/her own risk and is responsible for the safety of his/her own staff, property, stand and its contents. We therefore strongly recommend that each exhibitor insures himself/herself against the kinds of risks which may occur in connection with an exhibition for the full period of the Festival, including the build-up and break down periods. Insurance against all or any loss and/or damage which he/she may suffer or liability which he/she may incur with regard to exhibit and display materials, furniture and equipment, personal effects, etc. is recommended. Also remember goods in transit.
- Public liability. The organisers require each exhibitor to hold insurance cover for Public Liability Indemnity and may require evidence that this is in place.

## **HIRE OF EQUIPMENT**

• The Kirkwood Wildsfees is not responsible for supplying tables, chairs or tents to stallholders. Should you require any of these items, please contact the Festival Office on 042-2300 066. All equipment supplied through KW must be handed in at the **INFO OFFICE** by 19H00 on Sunday 28 June 2020

## **20. MAP OF FESTIVAL GROUNDS**

Please visit [www.wildsfees.co.za](http://www.wildsfees.co.za) to view the layout of the grounds. The Kirkwood Wildsfees committee reserves the right to make any changes to the layout at any times.

**NOTE: ALL RULES AND REGULATIONS ARE EXECUTED IN THE BEST INTEREST OF STALLHOLDERS AND VISITORS AND OUR EVENT IS RENOWNED FOR SAFETY AND GOOD ORGANIZATION.**

## **REMEMBER! REMEMBER! REMEMBER!**

Closing date for application: 9 November 2019

Late applications: 8 February 2020

**Final Payment Date: 15 February 2020**

Registration Date: Wednesday 24 June & Thursday 25 June 2020

### **BANK DETAILS:**

Account Name: Kirkwood Wildsfees

Bank: ABSA

Account No: 4057910254

Branch Code: 334217/632005

Account: Cheque

**TERMS AND CONDITIONS APPLY**