



VENDOR/EXHIBITOR APPLICATION FORM

WINELANDS AUTUMN EXPO 24 - 25 MAY 2024



Taste · Experience · Stay · Celebrate

CLOSING DATE FOR VENDOR APPLICATIONS

25 April 2024 at 12:00

VENDOR/EXHIBITOR APPLICATION FORM

Tell us about your business

Your Name / Company / Business Name			
Contact Person			
Cell Number			
Email Address			
Address			
Stall Description Please list all products			
How would you prefer to be contacted?	Cell		Email

EXHIBIT STAND INFORMATION

COST: Indoor Exhibition Stand: R 50/m² | Outdoor Exhibition Stand: R 45/m²

Stand	Type	Size	Price	Food & Wine Stalls Please indicate your power consumption and the equipment that needs electricity
Exhibition Stand Shell Scheme	Regular	3 X 3 (9m ²)	R300	
	Different size: Specify Size of stand in square meters @ R50/ m ²			
Branded Stand	Indicate size @R50/ m ²			
Food Truck	Standard Size	+ - 3.5 X 2.5m ²	R300	
	Different size: add R50/ m ²			
Outdoor Exhibition R45/m ²		12 X 3 m ² (36m ²)	R500	



IMPORTANT INFO AND TERMS & CONDITIONS

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1. GENERAL

- 1.1 All stalls, except for the outside displays will be under cover.
- 1.2 Outside Displays will be covered in the event of inclement weather.
- 1.3 Each Stall holder will be provided with two access cards.
- 1.4 All stall holders are permitted to sell their product, however the use of and electronic payment system, e.g.: YOKO is advised. WiFi will be available at the venue.
- 1.5 Your stall will be allocated to the appropriate area, Tasting Tent/Entertainment Tent or Outside Display area. You will be allocated a stand number and access card prior to your arrival.
- 1.6 Variety and quality of products are paramount. To maintain standards, the selling of low quality or imported novelties will not be permitted.
- 1.7 Electricity will be provided for all stalls.
- 1.8 The committee will not be held responsible for any loss, damages or injury caused during the festival.
- 1.9 Once supplies and equipment have been offloaded vehicles must be moved to a designated parking area.
- 1.10 There will be a small delivery space for use in urgent deliveries only.
- 1.11 There will be visible security throughout the event, but we cannot guarantee the safety of stock and equipment that is not locked up.
- 1.12 Stalls MUST be open for business for the duration of the festival:
- 1.13 Please note that these times are the times that will be advertised, stall closing times may change based on attendance and demand of visitors.
- 1.14 Although gates will close at 20:00pm, visitors may stay for longer to enjoy the venue, entertainment and food on offer. However, vendors can serve until 21:30 on both nights.

Day and Time

Friday, 24 May 2024	15:00 – 20:00
Saturday, 25 May 2024	10:00 – 20:00

2. FEES

- 2.1 The stall fee is valid for both days.
- 2.2 Fees must be paid online once your application has been processed.
- 2.3 You will receive a notification via Cell Phone or E-mail to make your payment.
- 2.4 Please make sure that the total due for payment is correct.
- 2.5 Stall fees are due in full on approval of your application, please do not pay until you are approved.
- 2.6 No part of the stall fee will be refunded because of the cancellation or curtailment of the festival due to any circumstances beyond the control of the organisers.

3. SHELL SCHEME STALLS

- 3.1 The Event organisers are providing Shell Scheme stalls for the Exhibition and Beverage tasting stalls.
- 3.2 Upon approval, you will be given the opportunity to add security blinds, lockable units, chairs and/or tables. The cost of these will be added to the total cost of your stand.
- 3.3 Please make sure of the cost of additional items with the event organisers prior to making your payment.
- 3.4 Unless specified and paid for by the stallholder, all equipment including gazebos, tables, chairs, umbrellas, electrical equipment, power extension cords, etc., must be supplied by the stallholder.
- 3.5 NO PLASTIC TABLES AND CHAIRS WILL BE ALLOWED.



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4. INDIVIDUALLY BRANDED STALL

- 4.1 Should you wish to use your own branded stall, please contact the event organiser via info@winlandsexpo.co.za to discuss dimensions, requirements and costs.
- 4.2 Individually branded stalls will be charged at R50/m².

5. FOOD TRUCKS

- 5.1 Food Trucks will be allocated a space in the food and entertainment court.
- 5.2 No towing vehicles will be allowed in the food court. Parking for these is provided in a secure separate space.
- 5.3 Each stall **MUST** have a fire extinguisher.
- 5.4 All food trucks must possess a valid Certificate of Acceptability (COA) issued by the relevant Municipal Health Services.
- 5.5 For queries about the (COA) Stallholders are welcome to contact the Cape Winelands District Municipality's Municipal Health Services.
- 5.6 Contact: Francois Willemse on **023 348 2300** during business hours or send an email to: Sole@capewinelands.gov.za
- 5.7 Food Trucks must be in possession of a valid GAS CERTIFICATE.
- 5.8 Food Trucks must indicate their size in m². This is to ensure that the correct amount of space is allocated.

6. PAYMENT

- 6.1. Stall holders will be informed via e-mail by **25 April 2024** whether your application is successful.
- 6.2 The email will contain payment details, all fees need to be deposited by **30 April 2024** to secure your space.
- 6.3 Please note that should you fail to pay for your stall, your space will be offered to a vendor on the waiting list.

You will be informed via e-mail that your application has been received, please contact info@autumnexpo.co.za should you not have received an e-mail confirming receipt.

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25 April 2024 at 12:00