



## IMPORTANT INFO AND TERMS & CONDITIONS

# WINELANDS AUTUMN EXPO

## 30 - 31 MAY 2025



*Taste · Experience · Stay · Celebrate*

### 1. GENERAL

- 1.1 All stalls, except for the outside displays will be under cover.
- 1.2 Each stall holder will be provided with access cards as indicated on the application form. Extra access passes can be purchased at R40 per pass and a maximum of 4 passes per exhibitor.
- 1.3 All stall holders are permitted to sell only their product as indicated on their application form.
- 1.4 All stall holders should make use of an electronic payment system, e.g.: YOKO/Snapscan is advised. WiFi will be available at the venue. (Try to keep the event cashless)
- 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, which can be collected at the Info Desk.
- 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. No faulty equipment will be allowed. Please make sure your equipment is in good condition/working order.
- 1.8 The committee will not be held responsible for any loss, damages or injury caused during the expo.
- 1.9 Once supplies and equipment have been offloaded vehicles must be moved to the 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 the organisers 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 expo: failing to do so, will result in a penalty fee.
- 1.13 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 21:00 on both nights.
- 1.14 Fines will be charged for late set-ups or no-shows, also blacklisted for future events.
- 1.15 NO exhibitors are allowed in the Artist's lounge.

### Day and Time

<b>Friday, 30 May 2025</b>	<b>12:00 – 21:00</b>
<b>Saturday, 31 May 2025</b>	<b>10:00 – 21:00</b>

### 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 and approved in writing.
- 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 and paid in full. Please do not pay until you are approved.
- 2.5 No part of the stall fee will be refunded because of the cancellation or curtailment of the expo 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 Each 3x3 stall includes 1 table and 2 chairs. Each 3x6 stall includes 2 tables and 4 chairs.
- 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 Each stall will be marked with the name of the exhibitor. The exhibitor is responsible for their own tablecloths and décor.
- 3.6 No stall to be left unattended. Your stall must always be manned.



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## 4. SET-UP/BREAK DOWN AND OPERATIONAL TIMES

- 4.1 Exhibitor set-up: **Thursday, 29 May 2025, from 12:00pm to 20:00pm**  
**Friday, 30 May 2025, from 08:00am to 10:00am**
- 4.2 Exhibitors failing to comply with these time will be charged a penalty fee or be disqualified from participating in the Expo.
- 4.3 All delivery vehicles must be removed from the tent before Friday, 30 May 2025 at 11:00am.
- 4.4 The opening ceremony will commence at 11:30am at the main stage on Friday, 30 May 2025. All exhibitors are invited to attend.
- 4.5 Exhibitor passes can be collected during set-up times from the Info Desk situated in the Exhibitors tent.
- 4.6 Exhibitor trading times: Friday, 30 May 2025, from 12:00pm to 20:00pm. The security services will close the tent at 20:30pm. Saturday, 31 May 2025, 10:00am to 20:00pm. Exhibitors in the tent can start break-down on Saturday night from 20:00. Security services will close the tent at 22:00pm. Alternatively, all stalls, displays, trucks etc. must be off the premises by Sunday, 1 June 2025 at 12:00. Access on this Sunday will be from 06:00 – 12:00.
- 4.7 All food vendors can trade until 21:00 on both nights.
- 4.8 **NO** early break-down will be permitted and the vendor will be fined.

## 5. WINE/BEVERAGE VENDORS

- 5.1 The event has an on and off consumption liquor license, therefore wine/alcoholic beverages may be sold and consumed.
- 5.2 Each visitor receives a branded stemless wineglass.
- 5.3 Tastings are at vendors own discretion. Vendors should make sure that their tastings/fees for tasting are clearly displayed at their stall.
- 5.4 Storage space will be available. Please indicate should you require storage.
- 5.5 All beverage/food vendors must be in possession of a valid Certificate of Acceptability (COA) issued by the relevant Municipal Health Services.

## 6. FOOD TRUCKS/STALLS

- 6.1 Food Trucks will be allocated a space at the food court area.
- 6.2 No towing vehicles will be allowed in the food court. Parking for these is provided in a secure separate space.
- 6.3 Each stall **MUST** have the correct fire extinguisher.
- 6.4 All food trucks must possess a valid Certificate of Acceptability (COA) issued by the relevant Municipal Health Services.
- 6.5 For queries about the (COA) Stallholders are welcome to contact the Cape Winelands District Municipality's Municipal Health Services.
- 6.6 Contact: **Francois Willemse** on **023 348 2300** during business hours or send an email to: **Sole@capewinelands.gov.za**
- 6.7 Food Trucks must be in possession of a valid GAS CERTIFICATE.
- 6.8 No open wood-fires are permitted.
- 6.9 All food trucks must possess a valid Certificate of Acceptability (COA) issued by the relevant Municipal Health Services.

## 7. PAYMENT

- 7.1. Stall holders will be informed via e-mail by **15 April 2025** whether your application is successful.
- 7.2 The email will contain payment details, all fees need to be deposited by **30 April 2025** to secure your space.
- 7.3 Please note that should you fail to pay for your stall, your space will be offered to a vendor on the waiting list.
- 7.4 In the event that a vendor cancels, no paid fees will be returned.

You will be informed via e-mail that your application has been received,  
please contact [info@autumnexpo.co.za](mailto:info@autumnexpo.co.za) should you not have received and e-mail confirming receipt.

**CLOSING DATE FOR VENDOR APPLICATIONS**  
**31 March 2025 at 12:00pm**