

STALL APPLICATION



20 – 24 SEPTEMBER

2013

“A National WOMEN ONLY Festival”

APPLICATIONS

- Read all of the information carefully and sign the application form on each page. Without a signature on each page your application will be viewed as incomplete.
- Submit your application before or on the closing date of **31st August 2013**.
- One application represents one stall. Therefore, two applications must be submitted for two separate stalls.
- Application forms must be e-mailed.
- A maximum of two stalls per owner will be made available.
- Only female stall holders allowed.

ATTACH THE FOLLOWING TO YOUR APPLICATION

- Normal stall: Sufficient visual material to showcase the merchandise / products / service you wish to sell.
- Art stall: Sufficient visual material to showcase the merchandise / products / service you wish to sell.
- Please do not send e-mails larger than 1MB.

PRODUCTS

You must indicate your main and secondary products clearly. Your main product may not be changed under any circumstances, and you may not sell products that have not been indicated on your application form. If you wish to add products, you have to apply for approval in writing to the Pink GirlFest. Keep in mind that the Pink GirlFest will not tolerate any products with racist, sexist or xenophobic messages. A product/wording which has not been declared will be withdrawn from being sold immediately. All products and the presentation there of must be of a high standard and quality.

TRADE LIMITATION

The Pink GirlFest enters into trade agreements with specific companies for the right to sell specific products within the Festival District and during the Festival period. Products affected by these agreements include vehicles, motorcycles, food products, alcohol products, cool drinks, water, juice, energy drinks, clothing, camping gear and so forth. You cannot assume that you may sell any of these products except if you have obtained explicit permission from the Pink GirlFest. If you are granted permission to do so, the rules and regulations will be communicated to you, and you will be expected to strictly adhere to them.

STALLS AND COSTS

Normal stalls

Normal stalls will be classified as stalls trading and displaying products and or offering a service during the course of the festival.

- **R100.00** per stall, providing your own gazebo, table and chairs for the period of the festival and the **purchasing of one festival ticket** (not a day pass ticket) for R400.00 (excluding accommodation) a **second complimentary festival ticket** valued at R400.00 (excluding accommodation) will be given to you, please note that this only applies to stall holders!

Art stalls

Art stalls will be classified as stalls presenting art workshops (example: poet reading) and stalls trading and displaying and or offering artistic products during the course of the festival.

- **R100.00** per stall, providing your own gazebo, table and chairs for the period of the festival and the **purchasing of one festival ticket** (not a day pass ticket) for R400.00 (excluding accommodation) a **second complimentary festival ticket** valued at R400.00 (excluding accommodation) will be given to you, please note that this only applies to stall holders!

Tables & chairs

Please note that we do not offer any tables & chairs for hire.

Accommodation

Accommodation options:

Cottages (SOLD OUT)

Own Accommodation' (no accommodation at festival venue)

- One lady: TOTAL R500.00

Breakdown: R100 (cost for 1 stall) + R400 (1 festival ticket & no accommodation)

- Two ladies: TOTAL R500.00

Breakdown: R100 (cost for 1 stall) + R400 (1 festival ticket & no accommodation) + R0 (1 Complimentary festival ticket with no accommodation)

'Own Tent' (camping for 4 nights)

- One lady: TOTAL R650.00

Breakdown: R100 (cost for 1 stall) + R550 (1 festival ticket & camping style accommodation with your own tent).

- Two ladies: TOTAL R800.00

Breakdown: R100 (cost for 1 stall) + R550 (1 festival ticket & camping style accommodation with your own tent) + R150 (1 Complimentary festival ticket & camping style accommodation with your own tent)

'Rent-a-Tent' (dome tent for 4 nights)

- One lady: TOTAL R1500.00

Breakdown: R100 (cost for 1 stall) + R1,400 (1 festival ticket & dome tent with one mattress)

- Two ladies: TOTAL R1500.00

Breakdown: R100 (cost of 1 stall) + R1,400 (1 festival ticket & dome tent with two mattresses) + R0 (1 Complimentary festival ticket & dome tent with two mattresses).

'Harambee Hotel' (luxury tent for 4 nights)

- One lady: TOTAL R4,200.00

Breakdown: R100 (cost of 1 stall) + R4,100 (1 festival ticket & Harambee Luxury tent accommodation).

- Two ladies: TOTAL R4,200.00

Breakdown: R100 (cost of 1 stall) + R4,100 (1 festival ticket & Harambee Luxury tent accommodation) + R0 (1 Complimentary festival ticket & Harambee Hotel Luxury tent accommodation)

Additionally included for Harambee Hotel: double bed, bed lamp, bedside table, bedding, towels, place charge your phone, coffee & rusk delivered to your tent every morning, breakfast every morning, secure area fenced up exclusively for Harambee guests and ablution facilities that includes hot showers.

SITE MAPS & POSITIONING

Your stall will be placed at our discretion. Gazebo sizes provided: 3m x 3m standard gazebo. Please ensure to bring your own tables, chairs, additional infrastructure and brand activation material for your stall.

THE VENUE

The 3rd annual Pink GirlFest in association with Harley-Davidson Pretoria will be held at Kwa Manzi, Magaliesburg. The venue is 50km from the 14th Avenue offramp on the N1 (Roodepoort).

TRADING HOURS

Stalls have to trade for the entire duration of the festival (20 to 24th of September 2013). Trading hours of stalls at the festival are as follows;

20th September 2013: NO TRADING. The festival gates open at 15:00 and the festival officially commence at 18:00.

21st September 2013: 08:00 to 17:00

22nd September 2013: 08:00 to 17:00

23rd September 2013: 08:00 to 17:00

24th September 2013: NO TRADING. The festival officially ends on the 24th of September 2013 at 02:00.

Therefore, be prepared to trade at the hours stipulated above, **unless otherwise arranged**. Deliveries are allowed daily prior to the times shown. No vehicles will be allowed within the enclosed Festival area during trading hours. Stalls to be cleared /close down for the evenings from 17:00 – 17:30 every evening and cleared out completely on the 24th of September 2013 by 10:00

PARKING

No parking allowed in the enclosed venue, parking only allowed in designated parking areas.

GENERAL RULES, CODE OF CONDUCT & RESPONSIBILITIES

The Pink GirlFest reserves the right to prohibit a stall holder from occupying or removing a stall or having a stall removed when a stall holder does not act in accordance with the regulations or does not meet the regulations when she:

- Is guilty of misconduct or commits any criminal offence.
- Demonstrates behaviour that is a hindrance to other stall holders or the public. Intrusive behaviour includes the loud verbal advertising of products or playing loud music. Stalls are mostly placed in noise-sensitive areas and prescribed noise levels have to be strictly maintained.
- Keeps a pet in a stall.
- Has alcohol in a stall (Joking! Tipsyness allowed, this is a festival. However no drinking and driving).
- Has own infrastructure that does not comply with the original dimensions supplied.
- Fails to provide a fire extinguisher in good working condition.
- Overnights in any stall.
- Does not keep the stall tidy and clean. Stall holders must place their garbage in black bags and take them to the garbage deposit bins. Your cooperation in this regard will relieve the pressure on garbage disposal services. Garbage bins are for the use of visitors to the festival.
- Obstructs walking areas with products or exhibition material.
- Sub-leases the stall. Stalls may not be shared by two or more exhibitors if this has not been approved by the Pink GirlFest.
- Does not abide by the rules of erecting a stall.
- Does not keep to the trading hours.

The Pink GirlFest brings the following regulations to the attention of stall holders. Stall holders who violate these may be penalised in future selection:

- Copying the ideas of other stall holders is in conflict with creative copyright and not in the good spirit of the Pink GirlFest.
- The Pink GirlFest does not accept any responsibility for products that do not sell and no guarantees can be given in this regard.
- The Pink GirlFest can not guarantee exclusivity in any product category.

- The Pink GirlFest does not accept any responsibility for maintaining franchise rights among exhibitors.
- The applicants also undertake and confirm to accept that they will be satisfied with stall placement, as decided upon by the Pink GirlFest.
- Stall holders who leave early are not entitled to any refunds and will also not be considered for participation again.
- No form of fire (for example blow torch) is allowed in any of the stalls/tents.
- Any stall selling music needs SAMRO registration. Arrangements for a license should be made with SAMRO. Attach a copy of the licence to the Pink GirlFest.

REPORTING ANY PROBLEMS

Should you have any problems during the course of the festival you may report your problem with any of the check point staff. Should your problem not be handled to your satisfaction you may contact any of the event organisers.

ELECTRICITY

Limited electricity points are available. Should you really need electricity please indicate so. If we can't offer electricity, we will indicate so and you would need to bring your own generator.

SECURITY

Please note there will be security guards on site. However the Pink GirlFest does not take any responsibility for loss of products, loss of sales, damage of products or injuries occurring due to any reason whatsoever. Your products are your responsibility.

PAYMENT

We'll attach the banking details with the stall approval via e-mail.

CONTACT DETAILS

Website: www.pinkgirlfest.co.za

- **Stall applications**
E-mail: pinkgirlfest@yahoo.co.uk
- **Marketing and media**
E-mail: pinkgirlfest@yahoo.co.uk
Cell: 060 471 1464
- **Co-ordinator, marketing and design work**
Colette Bodenstaff
E-mail: cbodenstaff@gmail.com
Cell: 083 394 7373
- **Co-ordinator, sponsorship, marketing and co-owner**
Judith Nel
E-mail: pinkgirlfest@yahoo.co.uk
Cell: 082 976 7997

We are a dedicated team and look forward to working with you!

STALL APPLICATION FORM:

Company name: _____

Contact name: _____ Position: _____

Address: _____

Mobile: _____ E-Mail: _____

Normal stall: _____ Art stall: _____

Product details:

Provide a complete list of products you plan on selling and indicate your main products first.

How is your products manufacture, hand made or in a factory?

What is the country of origin of your product/s?

Do you need additional space at your stall, for what and how many metres?

Will you personally be at your stall? If not supply the details of the other person.

Do you wish for us to list your stall on our website at no additional cost to you?

Declaration:

I agree to adhere to the above rules and regulations. I declare that the above mention information is true and correct.

Signed

Print name

Date

Please return this form by e-mail: pinkgirlfest@yahoo.co.uk

