



SWAKOPMUND FAIR



Municipality Of Swakopmund
cnr Rakatoka Street & Daniel Kamho Avenue
Swakopmund, Namibia

The Municipality of Swakopmund is calling for applications with proposals from crafters, home industries, charity organizations, churches, clubs, artists, musicians, entertainers, children entertainers, food vendors and individuals from Swakopmund to participate in the Swakopmund Fair 2020.

Swakopmund profiles as Namibia's number one event destination and positions itself as the place to be during the December holidays. Swakopmund therefore prides itself on consistently hosting and managing events.

Encouraging tourism and recognizing the economic benefits it can deliver to Swakopmund has resulted in promoting the town as a holiday destination that can offer you all activities in one place.

From our unique blend of cultures, arts and crafts, different climates all-year around and the famous beach, the Swakopmund Fair provides locals and out-of-town visitors with a memorable experience. In addition the Swakopmund Fair is an annual event providing a collection of fun lifestyle activities for all visitors.

EVENT DETAILS:

Event Date & Time:	Friday, 11 December 2020 (10:00 – 21:00) Saturday, 12 December 2020 (10:00 – 17:00)
Venue:	Swakopmund Promenade // Palm Gardens
Set-Up Times:	Thursday, 10 December 2020 (16:00 – 19:00) Friday, 11 December 2020 (07:00 – 10:00) Saturday, 12 December 2020 (07:00 – 10:00)
Theme:	Summer Christmas Holiday at the Beach

The categories that will be considered are as follows:-

FOOD STALLS: This section encompasses only fast food vendors and braais that are selling food. It is the most visited area and receives the widest range of/most audiences. Here electricity shall be available.

ACCESSORIES: This section allows for non-consumable products to be sold and works well for businesses with displays where customers can select a product from a range and purchase on the spot, as opposed to lounging in the stall. This section is ideal for health care & beauty, hand-made toys, children's activities, games, handmade/homemade goods, all sorts of arts and crafts. **No sales of merchandise or mass produced products will be permitted at all!!!!**

KIDDIES SECTION: This section is categorised as the family section where we cater for a young demographic. It is a set-up to be a safe and playful area where this young demographic can be safely contained and enjoy the services/products that cater for them while simultaneously allowing parents to also enjoy it.

PLEASE NOTE: Stall placement is subject to the approval and discretion of the Swakopmund Fair Committee, and the Events Coordinator of Swakopmund Municipality.

STALL PRICES: **N\$500,00 per stall/stand (prices are inclusive of VAT, and electricity.)**



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APPLICATIONS AND REGISTRATION PROCESS:

1. Download the terms and conditions and application forms from www.swkmun.com.na
2. Read through all terms and conditions and **agree** thereto by signing the declaration on the application form.
3. Thereafter complete the application form, and electronically submit it before **12 October 2020** to swkmun@swkmun.com.na
4. Applications can also be delivered at the Office of the Chief Executive Officer, 1st Floor, Municipal Officer, C/o Rakatoka Street & Daniel Kamho Avenue, Swakopmund or be posted to the Chief Executive Officer, P O Box 53, Swakopmund.
5. Payment must be done by EFT or direct deposit after the stall application has been approved. This will be communicated in writing together with an invoice requesting payment. **TAKE NOTE: no cash payment shall be accepted.**
6. Once payment has been made, proof thereof must be sent via email to swkmun@swkmun.com.na
7. **NO LATE PAYMENTS SHALL BE ACCEPTED.**

CONSIDERATIONS:

1. Late application forms shall not be accepted.
2. Confirmation of stall allocations shall be done in writing accompanied by an invoice and a payment due date.
3. All stalls are obligated to submit a concept in line with the theme for their stalls upon submission of application forms.
4. Food stalls are only permitted to sell food - the sale of any drinks soft drinks and alcohol is prohibited.

TERMS AND CONDITIONS:

1. Stall owners are solely responsible for their own stall set-up and/or accessories.
2. Stall owners must decorate their respective stalls in line with the theme.
3. Stall owners must provide a detailed description of their stall set-up before the event of a concept in line with the theme.
4. Stall owners must bring their own extension cords for electricity usage.
5. Stall owners shall be fined N\$500.00 for packing up before their scheduled time.
6. Failure to set-up stalls on time shall result in a fine of N\$500.00.
7. Failure to keep a clean space/environment shall result in a fine of N\$500.00.
8. Failure to provide all information required by the Swakopmund Fair Committee shall result in a fine of N\$200.00.
9. Failure to abide by the terms and conditions, rules and regulations, and/or any other relevant laws shall result in disqualification of stall ownerships and a fine of N\$1,000.00.
10. The Swakopmund Council and Fair Committee shall not be held liable for any stolen, lost, broken and/or damaged property of the stalls owners. (List is not exhaustive.)
11. The Municipality of Swakopmund, Swakopmund Fair Committee and staff shall not be held liable for any cancellation of the event due to unforeseen circumstances, which include, but is not limited to; any acts of God.
12. The Municipality of Swakopmund and the Swakopmund Fair Committee shall not provide any sort of equipment to the stall owners.
13. The Municipality of Swakopmund and Swakopmund Fair Committee shall not be held liable for any security risk created by the stall owners.
14. Payments of stall fees are non-refundable.



RULES AND REGULATIONS:

- ✓ Site/will be available as from **Thursday, 10 December 2020 at 16:00** for set-up.
 - ✓ Stall owners shall set-up their stalls on the day before the event at 10h00 and shall pack up immediately after the event concludes. Failure to do so shall result in a fine.
 - ✓ The size of a stand is 3m x 3m at a cost of **N\$500,00** per stand for the 2 days. (VAT & electricity included).
 - ✓ Vendors must provide their own canopies, sunshades, tables, chairs and other equipment including electrical leads.
 - ✓ No music will be allowed by any Vendor.
 - ✓ Prospective participants are made aware of the prohibition of digging holes and of using steel pegs for the erection of stands.
 - ✓ Stall owners shall maintain an immaculate standard around their stalls both before and after setting up. Failure to do so shall result in a fine.
 - ✓ Only portable braais will be allowed. NO open fires, NO weapons, NO fireworks.
 - ✓ Stall owners shall safely store away any sharp objects when they are not in use.
 - ✓ All **food stall** are required to complete an application form obtainable from Ms Annalize Swart at the Municipality of Swakopmund once approval of their application has been obtained. This will be to apply for a **Conditional Certificate for the fair where-after it must be submitted to the Health Department for approval on / before 30 November 2020.**
 - ✓ All food vendors must keep the Conditional Certificate at the fair for inspection purposes.
 - ✓ Stall owners are permitted to no more than three (3) employees at their stall and these names and all relevant details, as stipulated by the Director of the Stall Procurement Committee, shall be submitted alongside the application form. Failure to do so shall result in a fine.
 - ✓ Vendors must remain on site for the entire fair.
 - ✓ Vehicles are not permitted on the fairgrounds during fair operating hours.
 - ✓ General security will be provided during the Swakopmund Fair period, but stall owners are responsible for the safekeeping of their own goods.
 - ✓ Stall owners have the onus to report any criminal and/or harmful activities to the Pop-Up Market Team as soon as any such activities are suspected.
 - ✓ Any problems with general security during the fair must be reported to the Namibian Special Reserve Force, Traffic Officials or to Security Guards who will be present at the Fair.
 - ✓ The Municipality of Swakopmund and the Swakopmund Fair Committee are not obliged to accept all or any applications.
 - ✓ Neither Council, nor the Organizers of the Swakopmund Fair will entertain any discussions regarding the allocation or award of stalls after the allocation process has been completed.
 - ✓ Stall owners shall be responsible to ensure the effective advertising and marketing of said event (their stalls?) and shall advertise (are advised to?) and market the event on all platforms available to them.
 - ✓ No sales of merchandise or mass produced products will be permitted at all!!!!
 - ✓ Exhibitors/artists/crafters/non-profit entities acknowledge and agree to abide by all rules and guidelines.
- Deleted: Duplication 2 point above



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CANCELLATIONS:

1. Stall owners shall forfeit 100% of their registration fee to the Swakopmund Fair in the event of any cancellations.
2. The Municipality of Swakopmund and Swakopmund Fair Committee shall be vested with the right of cancellation and will provide the relevant reasons for any such cancellation.
3. The Municipality of Swakopmund and Swakopmund Fair Committee shall cancel and/or remove all products and/or services of the stall owners where there is a breach of the terms and conditions, rules and regulations and/or any other relevant applicable law.

Enquiries:

For all enquiries please contact Annalize Swart by telephone on 064 – 4104100 or e-mail swkmun@swkmun.com.na.



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APPLICATION FORM

NAME & SURNAME :

NAMIBIAN ID NUMBER :

(Certified copy of Namibian ID to be attached)

NAME OF CHARITY

ORGANIZATION (IF APPLICABLE) :

POSTAL ADDRESS :

CONTACT DETAILS



1. **Attach** a concept of what you will offer at the Swakopmund Fair. Please take note that your proposal as indicated here, must be exactly copied and displayed/executed at the stall. (A proposal, photos, brochure etc)

2. Indicate your number of stands

Maximum 2 stands/applicant

3. Has a stand been awarded to you in the past?

Yes

No

I HEREBY APPLY FOR A STALL/S AT THE **2020 SWAKOPMUND FAIR** AND UNDERSTAND ALL OF THE REGULATIONS AND AGREE TO ABIDE BY THEM AND DECLARE THAT THE ABOVE PARTICULARS ARE COMPLETE AND CORRECT AND I UNDERTAKE TO ADHERE TO THE CONDITIONS SET OUT FOR THE APPLICATION OF A FAIR STAND.

DATE

SIGNATURE OF APPLICANT

PRINT : NAME OF APPLICANT

Only properly completed application forms and applications will be considered.