



# MUNICIPALITY OF SWAKOPMUND

## Swakopmund Fair

Office of the Chief Executive Officer

Corner of Rakotoka & Daniel Kamho Street

P O Box 53, Swakopmund, Namibia

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**Application No.:**

### SWAKOPMUND FAIR 2022 – APPLICATION FOR A STAND

The following information and documentation are required for consideration and participation at Swakopmund's Annual "Street" Fair.

EVENT DETAILS:	
Event Dates & Operating Times:	Friday, 16 December 2022   10:00 till 22:00
	Saturday, 17 December 2022   10:00 till 20:00
Location/Venue:	Street: Daniel Tjongarero Avenue
	
Theme	Summer Christmas Street Fair

#### CATEGORIES THAT WILL BE CONSIDERED ARE AS FOLLOWS:

<b>FOOD STALLS:</b>	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.
<b>ACCESSORIES:</b>	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!!!!
<b>KIDDIES SECTION:</b>	This section is categorized 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.

**STAND FEE:** N\$500,00 per stall/stand for 2 days (Price are inclusive of VAT, & Electricity & Water Access points)

#### Vendor Information

Vendor/Business Name			
Contact Person(s)			
Mailing Address			
Phone		Email:	

#### Type of Vendor [Please indicate the type of the event (✓)]

Fast Food		Beverages		Arts & Crafts		Activity/Game	
Health		Plants		Baked Goods		Bottled Goods	
Clothing		Jewellery		Sweets/Treats		Fire Braai	
Wood Craft		Children Entertainment		Fun/Games			
Other		Specify:					

Description of Items to Be Sold and or service to be offered	
All food vendors will be required to complete and apply for a <b>Conditional Health Certificate</b> (Event Health Certificate) for the duration of the Fair to produce food products. Approvals will be issued by Council's Health Department.	

<b>Number of stands/booth required</b> (booth size 3'x3' ) [✓]			
Number of spaces	1 (One)	2 (Two)	
<i>Maximum 2 stands/applicant</i>			

<b>Requirements</b> [✓]				
Structure	Gazebo		Food Trailer	Food Caravan
Ground Disturbance	No	Yes	<i>(e.g., driving pegs, spikes, marquee/stage anchors, earthing rods, etc into the ground/interlocked area)</i>	
Other Services Required				
▪ Water	No	Yes	<i>Only water points will be provided</i>	
▪ Electricity	No	Yes	<i>Vendor to provide own extensions pending on their need</i>	
Amps Required:				

<b>Application &amp; Registration Process</b>
<ul style="list-style-type: none"> <li>▪ Read through all terms and conditions and <b>agree</b> thereto by signing the declaration on the application form.</li> <li>▪ Complete the application form and submit electronically on or before <b>7 October 2022</b> to <b>swkmun@swkmun.com.na</b> or delivered to the Office of the Chief Executive Officer, Municipal Building, Swakopmund.</li> <li>▪ Applications that meet the requirements and fully comply will be informed in writing and be invoiced.</li> </ul>

<b>Considerations</b>
<ul style="list-style-type: none"> <li>▪ Late application forms shall not be accepted.</li> <li>▪ Confirmation of stall allocations shall be done in writing accompanied by an invoice and a payment due date.</li> <li>▪ All Vendor applicants are required to submit a concept/proposal of the products and/or goods they wish to offer. Product photos/pictures to be included</li> <li>▪ Food stalls are only permitted to sell food - the sale of any drinks soft drinks and alcohol is prohibited.</li> </ul>

<b>Cancellations</b>
<ul style="list-style-type: none"> <li>▪ Vendors shall forfeit 100% of their registration fee to the Swakopmund Fair in the event of any cancellations.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>

<b>Enquiry</b>	Contact Annalize Swart by telephone on 064 – 4104100 or e-mail swkmun@swkmun.com.na.
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<b>NO REFUND</b>	<b>NO CANCELLATION</b>	<b>NO TRANSFERS</b>	<b>NO CREDITS</b>
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Declaration/Terms	
<p>In consideration of the acceptance of my application for entry into the above event. I hereby waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I may have, or which thereafter accrue to me, against the Municipality of Swakopmund as a result of work performed by the Municipality of Swakopmund. This release is intended to discharge the Municipality of Swakopmund, his officers, officials, employees, and volunteers, and other involved public agencies from and against any and all liability arising out of negligence or carelessness and the part of persons or agencies mentioned. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby assume those risks and to release and to hold harmless all of the persons or agencies mentioned who might otherwise be liable to me for damages. It is further understood and agreed that this waiver, release, and assumption is to be binding on my heirs and assigns.</p>	
<b>Signature of Applicant</b>	<b>Application Date</b>

The timely provision of the complete information will support and assist with the processing of the application, the approval process by the range of Municipality of Swakopmund departments and compliance with legislative requirements.

Application to be accompanied/attached:	
<b>▪ Your booth/stand Proposal</b>	• Small layout of your booth and pictures of the products to be offered. In case of food offered – kindly provide a Menu.
<b>▪ Identification</b>	• Copy of Namibian Identification Document (Applicant and/or Contact)

**NOTE:** This application excluded any specific or special application directives which the Municipal Council may issue from time to time, which may vary by event type, risk, size, the time of the year, duration venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location on the transport network or any other activity).

OFFICE USE			
Application received	Date:		
Application decision	Accepted		
	Rejected		
Accepted Motivation(s)			
Rejected Reason(s)			

EVENTS COORDINATOR  
OFFICE OF THE CHIEF EXECUTIVE OFFICER

DATE STAMP