



Jakaranda Kinderhuis Liggiefees 2024

EXHIBITOR APPLICATION

29 November 2024- 23 December 2024

SECTION 1 : EXHIBITOR INFORMATION

Company / Business Name	
Contact Person	
Telephone Number	
Cell phone Number	
Email Address	
Physical Address	

SECTION 2 : APPLICATION TYPE

Type of stall	Description	Select
Food Stall	Food / Meal items	
Carnival Food Stall	Snack type items like popcorn, candyfloss, ice cream	

SECTION 3 : EXHIBITION DETAILS

Product Name	
Product Type	
Product Description (please elaborate)	
Product Price Range	
Product photos (please attach)	



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SECTION 4 : FOOD ACCEPTABILITY CERTIFICATE (Food Exhibitors)

Do you have a valid Food Acceptability Certificate?	
If yes, please attach a copy	
If no, please apply to the City of Tshwane's Health Services Department (download application form here) or phone +27 12 358 8788	
<p>Please note: Jakaranda Kinderhuis complies with the Sport and Recreational Events Act (No. 2 of 2010) and other prescribed acts, regulations and By-laws. We are required to apply for approval from the City of Tshwane and present the event to the city's Joint Operations Committee, 8 weeks prior to the event. Should an exhibitor not be compliant, the application to exhibit will be immediately rejected.</p>	

SECTION 5 : EXHIBITION PRICING & PLACEMENT (Please select)

Food Stalls (Double parking)	R22 500	
Food Stalls (Single parking)	R15 000	
Carnival Food Stalls (By Cricket field)	R10 000	
Outside Hall Food Stalls	R10 000	
Photobooth @ Old Train Station	R25 000	

SECTION 6 : RULES & REGULATIONS

<p>1. Indemnity The Exhibitor, his employees or any other person acting on behalf of the Exhibitor, indemnifies Jakaranda Kinderhuis, its staff and Committee Members against any liability resulting from theft, fire, breakage, storm damage, an act of God, or any other cause of whatever nature.</p> <p>Jakaranda Kinderhuis is hereby further indemnified by the Exhibitor, his employees or any other person acting on behalf of the Exhibitor of any damages resulting from any injuries of whatever nature occurred before, during or after the Liggiefees.</p> <p>In the event that Jakaranda Kinderhuis will not reasonably be able to proceed with the Liggiefees, for whatever reason, the Exhibitor will not be entitled to any refunds for payments already made. In the event that refunds are to be made, such payments will be made at the sole discretion of Jakaranda Kinderhuis.</p>
<p>2. Insurance The Exhibitor is required to obtain their own insurance against any type of loss.</p>
<p>3. Application date All applications open from 15 July 2024. Applications must be sent to liggiefees@jacarandachildren.co.za. Only applications received via email, with all necessary attachments, will be accepted. No verbal application will be accepted. Please also direct all enquiries via email.</p>
<p>4. Deadline date for applications 31 August 2024. Feedback will be provided via email by 20 September 2024. Approved Exhibitors will be added to a WhatsApp group to communicate further arrangements, by signing this application you give consent to be added to this group.</p>



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Exhibitors will need to attend an on-site meeting as well as do a trail setup. Date and time will be communicated on the group.

5. Placement of stalls:

All placement of stalls is at the discretion of the organisers. No stall will be allowed to move to another space without the written consent of the organisers. The organiser's decision is final and no correspondence will be entered into.

Stalls must be open and operating every night (29 November 2024 – 23 December 2024) from 17h00-22h00.

6. Evaluation and attachments:

Your application outcome is based on the submission of the below attachments:

- Photos of your product or stall at other markets / festivals.
- Full description of what you intend to sell.
- Food Premises Acceptability Certificate (where applicable).
- The decision to approve / decline an application by the organisers will be final and no consideration to change that decision will be discussed.
- All stalls have to abide by the rules and regulations set out in the Sport and Recreational Events Act (No. 2 of 2010) and other prescribed acts, regulations and By-laws.

7. Dates & Trading hours:

Date: 29 November 2024 - 23 December 2024

Times: 17h00 – 22h00

Set up time: 16h00 – 16h30 (Your vehicle MUST be off the premises before 16h30). Vendor parking will be available off premises.

It is compulsory for stalls to trade throughout the event.

8. Exhibitor's Responsibilities

- Exhibitors will be responsible for the cleaning of their own stall.
- No stall will be shared at any time.
- No additional products will be approved or allowed after initial application is approved.
- Make sure that you have enough products to trade on a daily basis.
- Table cloths must cover the table on all 4 sides.
- No storage boxes / crates may be visible to the public's eye.
- The organisers will not be responsible for any products sold during the event.
- All exhibitors will bring their own tables and chairs.
- No marketing and sales may be done by walking around with your products on the terrain (including the distribution of any marketing material such as flyers).
- No advertising may be done at the gate – NO EXCEPTIONS WILL BE MADE.
- **NO stall will be allowed to close before 21h30. Make sure you have enough product to trade until at least that time every evening.**
- All stall owners and workers will have to wear Vendor access tags so that it is known who will be working at your stall every day and not mistake them for the general public. If your workers are not clearly identified they will be asked to pay entrance at the gate.
- No tampering with other exhibitor's products or stall.
- No obstruction of a fellow exhibitor's tables/stall in any way.
- No drinking of alcohol will be allowed onsite / at the table/ stand.
- Exhibitors are to arrange their own relief staff.

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1 Talitha Kumi Street, East Lynne, Pretoria

Tel: 012 800 4700 / liggiefees@jacarandachildren.co.za



- Deposit must be paid in two equal instalments, 50% by 11 October 2024 and the other 50% by 8 November 2024. Please send proof of payment to liggiefees@jacarandachildren.co.za. Failure to make payments by the deadline dates will mean you forfeit your stall. No deposits are refundable.
- Any application form not completed fully will not be considered.

9. Arbitration

Any grievance touching the true construction of this agreement or the rights and liabilities of the parties shall be submitted in writing and handed to Jakaranda Kinderhuis within 24 hours from when such grievance arises.

Jakaranda Kinderhuis' Committee for the Liggiefees will attend to the complaint and reply as soon as possible.

If the Exhibitor is not satisfied with the outcome of the Committee, the Exhibitor must in writing request that the matter be referred to the Management Board of Jakaranda Kinderhuis; and

If the decision of the Management Board is not accepted by the Exhibitor, then the matter will be referred to a Senior Advocate/Auditor as indicated by Jakaranda Kinderhuis. This decision will then be binding on all parties concerned. In the event that an order will be given against the Exhibitor, he/she will be liable for the account of such Advocate/Auditor.

10. Occupational Health & Safety

- NO tents or structures may be erected behind the food stalls at any time during the festival.
- Secure & Sturdy stands.
- Please adhere to the JOC requirements for usage of gas.
- All people working at food stalls have to wear hairnets and gloves at all times.
- No pets will be allowed at a stall at any time.
- Max 2 LED or Energy Savings Lights.
- Christmas lights for decoration. You are responsible for making your stall look festive, marketable and presentable.
- Your stall must be kept neat and tidy every single evening.
- No stall may play their own music.
- 1 normal household fan will be allowed
- No 3-phase equipment will be allowed.
- Jakaranda Kinderhuis and their sponsors will do everything in their power to ensure that there is a generator on the premises during the duration of the Liggiefees, to ensure the impact of load shedding is minimised if not eliminated. Please note that there are still risks and constraints with a generator.
- Exhibitors need to have their own equipment, including leads.
- All electrical appliances that will be used during the festival, will have to be declared and approved by Jakaranda Kinderhuis.
- All food stalls will have a microwave to warm food, if the public asks for it (If not served to order - warm) as and when needed.
- Food stalls will only sell the products that was agreed upon.
- All food stalls only have a 15amp single phase plug
- No More than 2 household fridges
- No more than 1 microwave
- All food stalls have to use gas



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- All vehicles must be removed from the premises before 16h30
- Vehicles may only enter the premises after 22h00 and only if you have received the WhatsApp message from the organiser that it is safe to move around after the last person has left the premises.
- By signing this form, you give permission to be added to the Liggiefees WhatsApp group.
- Jakaranda Kinderhuis will have a guard at the gate; but will not take ANY responsibility for loss or damage to stalls and products.
- Parking will be at own risk.
- No float or cash will be supplied or kept on behalf of the Vendor by Jakaranda Kinderhuis.
- A fine of R500 will be issued for any offence that goes against the rules stipulated here.
- The organisers reserve the right to ask any stall owner at any time to please pack up and leave, if any rule is disobeyed or if the stall owner makes it difficult for the organiser during the festival.
- All stalls have to abide by the rules and regulations set out in the Sport and Recreational Events Act (No. 2 of 2010) and other prescribed acts, regulations and By-laws.
- It is compulsory for Food stalls to have a working fire extinguisher as well as a fire blanket.

11. CONTACT DETAILS OF ORGANISER

Jakaranda Kinderhuis
1 Talitha Kumi Street
East Lynne
Pretoria
0039

Tel: 012 800 4700 (Charlene Grobler – CEO)

Email: liggiefees@jacarandachildren.co.za (Anneli will handle all application forms)

NPO number 183-619

Office hours:

08h00 – 16h00 (Monday – Thursday)

08h00 – 15h00 (Friday)

CLOSED (Saturday & Sunday)

12. Acceptance of Rules & Regulation

I, _____ (full name & surname) hereby accept and acknowledge the rules, regulations and information as set-out above.

Please note that we are compliant with the POPI Act 4 of 2013.

Signature

Date