



APPLICATION FORM TO EXHIBIT AT THE: MKHAMBATHINI FAIR.

Title (Owner/Director/Manager): _____

(Mr. Mrs or Miss): _____

Full Name _____

Business Name if any: _____

Physical Address: _____

Postal Address: _____

Identity Number: _____ Date of Birth: _____

Tel Home: _____ Tel Work: _____

Cell phone: _____ Fax: _____

Email address: _____

Will you, (the applicant) personally exhibit or sell your product(s) Yes No

Give a brief description of your product(s):

(Please supply a photo/menu with your application, you may be requested to supply a sample of your product for approval).

Stand size: Full Stall _____

Where did you hear about the event? _____

I agree to the trading conditions set out by the _____.

Signature: _____

Date: _____

Kindly email the signed form and proof of payment to: led@mkhambathini.gov.za

We would like to thank you for your application. We will contact you via email within the next 10 days to confirm the status of your application

IMPORTANT INFORMATION YOU NEED TO KNOW BEFORE YOU COMPLETE THE APPLICATION FOR.

1. What are we all about?

MKHAMBA FAIR is the ultimate outdoor experience which Mkhambathini Municipality with its surrounding areas has been waiting for. Our objective is to give patrons an unforgettable experience through food, arts, craft, fashion, beverages combined with good music and good people.

2. Purpose of MKHAMBA FAIR

The Fair seeks to give businesses in the food, beverage, fashion, arts & craft industries an opportunity to showcase their talents, products and services to a captive audience. This will be done through a lifestyle event which we have invested in, to ensure that it becomes a success. The aim of the event is to shape Mkhambathini as one of the ideal places to be, to develop Mkhambathini's SMME's, businesses and individuals to eradicate poverty and to be economically transformed.

The Fair seeks to provide a platform of trade and showcasing of services and products by different individuals/companies that are in the following business segments:

- Food and catering
- Arts and craft
- Fashion
- Wine makers

- Food complimenting products

We will thrive to ensure a good turnout to afford the stall operators maximum exposure on the day, we hope this will have a positive contribution in further marketing your business/talents.

3. Stall fees & equipment supplied

Each SMME stall will cost R300.00 per event, (a 4 x 3 m space will be allocated to each stall). The amount to be reviewed on an ongoing basis. Should you need more space, we request that you let us know on time.

If you need electricity in your stall you are going to be charged R50.00 extra and you are requested to bring an extension cord to connect.

Each Corporate Companies Stall will cost R1000.00 per event, (a 8 x 6 m space will be allocated to each stall). This cost includes electricity connection, however you are requested bring your own extension cord to connect.

Each stall will include the following basic equipment: (1x trestle table; 2x chairs, 1 x table cloth), unless advised, please provide your own gazebo, branding etc.

4. Cooking Equipment.

We encourage the use of gas equipment to prepare the food due to limited access to electricity, however should you require electricity, please let us know and the kind of equipment you will be using. Since this is an outdoor event, generators can be arranged at a fee which will be given to you upon confirmation of your requirements.

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5. Selection Criteria

Please note that there is no selection criteria, however the stands will be utilised on a first come first serve basis due to limited space.

NOTE: SUCCESSFUL CANDIDATES WILL BE NOTIFIED VIA EMAIL WITHIN 10 DAYS, THEREAFTER STALL PAYMENT CAN BE EFFECTED WITHIN 5 DAYS FROM THE DATE OF CONFIRMATION.

6. Contact Us

Pretty Ngcobo +2771 453 0839 or +2731 785 9336

Buyi Mthiyane +273 655 1499 or +2731 785 9344

Email: led@mkhambathini.gov.za or communications@mkhambathini.gov.za

Facebook Page: Mkhambathini Municipality

7. Rules and Regulations

- Event times – **10:00am until 16:00pm** therefore preparation and set up should be done between **07:00 and 09:00 am STRICTLY.**
- You are requested to respect time by sticking to the stipulated set up times.
- Food has to be quick to prepare- do not keep customers waiting.
- No pets are allowed on the site.
- Packaging and carry bags food and drink containers, Cutlery; outline what green packaging, carry bags, food and drink containers and cutlery you will be utilising.
- Every effort will be encouraged by our patrons to dispose of recyclable, bio-degradable and organic matter in the most appropriate way, to reduce our environmental footprint in the city of Pietermaritzburg
- Electrical requirements for your stall- You **MUST** accurately outline your electrical requirements to ensure we are able to cater for the needs of all stall holders. Basic electric connection will be supplied at a fee, anything over and above on offer must be provided for by stall operator.
- Additional lighting inside stall to be responsibility of stall operator
- All gas equipment must meet current standards and regulations.
- Greater percentage of event allocated to food stalls (hence name-cookout experience)
- The stall operator will bring the amount of food to prepare based on demand
- It is compulsory for Stall Operator to have marketing material ready for distribution to patrons who are may be keen on future business.
- Each stall operator to have either all or some of below:

- Pull banners- must be clear with company identity, products/services rendered
- Flyers with short description of services/products rendered
- Business cards

8. Banking Details

To book your stand, kindly make payment to the following account:

Bank name: Standard Bank

Account holder: Mkhambathini Municipality

Account no: 052149978

Branch code: 057525

Ref: Your name or Company name and write Mkhamba Fair

Email your proof of payment to led@mkhambathini.gov.za or communications@mkhambathini.gov.za to confirm your stand.