



# LOURENSRIVIER FEESMARK

## October 25 – November 9, 2024

### Information - Terms and Conditions

Dear exhibitor

Welcome to Lourensriver Feesmark!

*Our market is celebrating it's 22nd anniversary this year!!*

Our **selection criteria** and conditions that must be met are:

- ☺ Preferably **ENTREPRENEURS**. With their handmade articles, that will enjoy the most interest.
- ☺ **Good quality is essential.**
- ☺ **Fair prices.** The Market is mainly focused on buying gifts and expensive items do not sell easily.
- ☺ **No articles that may offend, either by words or form, will be allowed.**
- ☺ *Thanks to the excellent quality exhibitors with their unique and wide variety of articles that were part of our Market in 2023, we had a very successful market and aim to build on it again in 2024.*

**Lourensriver Congregation merely acts as an agent who is exempt from any tax obligations.**

**We would like to give you IMPORTANT GENERAL INFORMATION REGARDING THE FESTIVAL MARKET:**

1. **Date: October 25th - November 9th, 2024**  
In the church hall of Lourens River Congregation, on the corner of Broadway and Da Gama Streets, Strand It is on the main route to Gordon's Bay. The congregation has a spacious hall complex with a large parking area adjacent to it.
2. **Business hours:**  
Weekdays from 09:00 to 19:00  
Saturdays from 09:00 to 16:00
3. **Selection: Saturday, May 25, 2024 - See you there!**
4. **Application form and Information letter: must be read carefully** according to which the exhibitor agree to all the terms and conditions.
  1. The **signed application form with a complete set of photos** of your products.  
Just keep in mind - the more photos, the easier selection can be made.
  2. Together with **Price List** (see attached) - Excel Spreadsheet - where all your information must be Entered in full (typed). All Products must be entered with the **description name** and not just e.g., Decor.
5. **Closing date for applications with photos and Price List – 15 May 2024.**

***NB: Application cannot be accepted if form has not been signed.***

You can hand it in: at the church office (Monday to Friday 09:00 to 13:00)

Email: [lourensriverfeesmark@gmail.com](mailto:lourensriverfeesmark@gmail.com)

***Please take note: This application does not mean that you have been selected.***

**YOU WILL BE NOTIFIED PER EMAIL AT THE END OF JUNE 2024 IF YOUR APPLICATION IS SUCCESSFUL.** Successful applicants will then be sent further information.

6. **Registration fee: Includes exhibition space (tables) and non-service fee of R200.**  
*Once for entire duration of the Festival Market (14 days).*  
A full table R790 is approximately 2m x 81cm, but the measurements may vary.  
Half a table R500 is approximately 1m x 81cm.  
A quarter table R340 – 50cm spaces x81cm.  
A stand or clothes rack on floor R790 (2m - not higher than 1.8m). **On the table** 2m - not higher than 90cm.  
Half a stand on the floor R500 (1m - not higher than 1.8m). **On the table** 1m - not higher than 90cm  
**Commission 18,5% on all sales** . Sales prices must therefore include the commission



**7. Supervision / Security:**

The Committee decided to stop duty shifts by exhibitors, as most exhibitors prefer to pay for security and supervision. The fee payable at registration is R200 - is included in your table fee.

The Market Committee arranges for supervision who will, to the best of their ability, take your interests to heart. *are responsible*

*Exhibitors with expensive jewellery are personally responsible for supervision and at their table.*

**8. Certificate of competency:**

Exhibitors with "homemade" (food and drink) products must please be in possession of a Certificate of Competence for the premises where their product is prepared. If you do not have a certificate, just call your local Municipal offices for information.

**9. Pricelist (Barcodes):** where all your information should be typed in. (Even if you use your own barcodes).

Please send it in Excel and **not in PDF format.**

**All price lists** must be typed in the attached excel spreadsheet format of Lourensivier Feesmark.

**NO other market price list** Excel spreadsheet will be accepted.

If you have your own barcodes, enter them on price list as well. This is very important: **All product descriptions may not exceed 25 characters** and **price** only e.g., **40** (no R or cents) - **must be clearly typed in on the Excel format price list** (attached) and **emailed together with the application form.**

**Please take note: No digit 0 at the beginning of a barcode.** System is having trouble reading these barcodes  
Please round off your selling price to the nearest Rand.

No Articles' prices **may be increased or decreased during the Festival Market** – not even after the selection day.

**10. Central Payment Point:** There is a central payment point at the exit with cash and card facilities.

**11. Advertising**

Extensive advertising is done before and during the Lourensivier Festival Market, including posters, banners, the local press and on the radio, Facebook and our website. Remember to keep this in mind when doing stock planning for the Festival Market!

Our Festival Market can only be a success with your participation and support. We look forward to see you again, or meeting you.

Keep safe.

Feesmark Greetings



Annalie Möller  
Obo Lourensivier Feesmark Committee  
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