LOURENSRIVIER – FEESMARK (CRAFT MARKET)
23 October – 7 November 2020
INFORMATION

Dear Exhibitor

A warm welcome to Lourensrivier – Feesmark / Craft Market!

Our **selection criteria and conditions** are as follows:

☺ **ENTREPRENEURS with handmade articles will get more attention.**
☺ **Good quality is of utmost importance.**
☺ **Reasonable prices. The market is aimed at Christmas shopping and expensive articles do not sell.**

The Feesmark / Craft Market is aimed at Christmas shopping and we strive to have a big variety of articles to sell. The Lourensrivier Gemeente act as agent only and are exempt from tax. The list of products should be handed in at the screening and must be completed accurately. Please make sure that you use the selling price that will be applicable at the Feesmark / Craft Market.

SCREENING: **Saturday, 30 May 2020**.
Be there 15 min prior to the scheduled time to make provision to unpack your items. After screening you should clear the table as soon as possible. Refer to no 3 below for screening times. Please note that screening for the different departments will start on the hour sharp. (There will be representatives of various craft markets at the screening.)
PLEASE DIARISE THIS DATE AS YOU WILL NOT BE REMINDED OF IT AGAIN.

IMPORTANT INFORMATION:

1. When and Where

23 October – 7 November 2020
The church hall of Lourensrivier Gemeente is situated on the corner of Broadway en Da Gama Road, Strand, on the main route to Gordons Bay. There is a big hall, with coffee shop and ample parking for your convenience.

2. Business Hours

The Feesmark / Craft Market will be open on **weekdays from 09:00 to 19:00** and **Saturdays from 09:00 to 17:00.**

3. Screening

All application forms must be signed by the exhibitor. We would appreciate all applications to be handed in by no later than **Wednesday, 20 May 2020**, but we will accept late entries on the day of the screening. (Early applications will ease up our administration.) You could either :

Hand deliver at NG Lourensrivier Gemeente Office (between 09:00 to 16:00 and Fridays 09:00 to 13:00)
Fax: (021) 853 8009 **E-mail:** lourensrivierfeesmark@gmail.com
Post to: NGK Lourensrivier-Strand, Lourensrivier- Feesmark, 55 Jennings Street, Strand, 7140

You will be notified by latest **30 June 2020** whether your goods have been approved for the Lourensrivier Feesmark / Craft market.

All perishables / edibles must contain the following: Expiry date; storage information ie. shelf or fridge (after opening).

On the day of the screening you should display examples of your goods to the selectors. **All your items should be priced as at the Feesmark/Craft market and the same prices should reflect on the item list.** You must leave samples of all perishables/edibles clearly marked for Lourensrivier Feesmark / Craft market and with your name as there will be selectors from various markets. *It is your prerogative to choose in which categories your products fall, should there be more than one, use the time slot where you have the most products.*

NB Please leave your product list with prices and number of stickers per item needed on the table for the selectors.

09:00 – 10:00	Jewellery
10:00 – 11:00	Needlework,Clothes, Knitting, Crochet and Fabric paint products
11:00 – 12:00	Candles, Pottery, Glass, Porcelain, Plants, Dried flowers and Bath products
12:00 – 13:00	Foodstuff / Perishables *(a sample must submitted in a closed container)*
14:00 – 15:00	Woodwork, Metalwork, Leather, Cane and Toys
15:00 – 16:00	Paintings, Cards, Christmas decorations, Carton/Paper products, Miscellaneous and Gifts packs

Should you not be able to attend the screening in person you have to send a representative. Should you fail to present your products at the screening, you will be disqualified. Even if you have been and exhibitor at previous Feesmarkte / Craft markets, you have to submit your products again – you cannot take for granted the fact that you've been an exhibitor in the past.

4. Registration Fees and Commission

Registration for the duration of the Feesmark / Craft market (14 days) is R500 per table (i.e. two tables @ R1000 and ½ table @ R250). This fee is payable on or before **31 July 2020**. Deposits are non-refundable.

Our banking details: ***NGK Lourensrivier-Strand, ABSA current account, Acc no: 420580231, Branch code: 334312 (Strand). Please use as reference "Fees" and your name and surname!!!***

17% Commission on all sales will be payable to the church. Therefore your prices should include the 17% commission. Also make provision for theft and breakage/damage. Prices are not to be changed during the Feesmark / Craft market or on the day of screening. Please round your selling price to the nearest Rand.

5. Tables

The tables are approximately the size of a bedroom door (±180cm x 90cm), but sizes may vary. We will try to meet your requirements as far as possible. We will provide hessian to cover the tables, but you are welcome to use your own tablecloth.

6. Set-up and Clear

The hall will be open on Thursday **22 October 2020 from 13:00 – 19:00.** You are responsible for your own table and should unpack and display your products. Should you not be available to unpack your products, alternative arrangements must be made. **Additional stock must be kept under the tables**. Our responsibility in terms of security starts at 19:00.

The Feesmark / Craft market ends on **Saturday, 7 November 2019 at 17:00**. The exhibitor or a representative must be at the church **at 17:00 sharp for the official closure and only afterwards (± 17:30) may the clearing of tables start**.
The Feesmark / Craft market's doors only close at 17:00 and we need to give the customers time to finish their shopping.
Under no circumstances are you allowed to start clearing your tables before the official closure. The hall must be vacated that same afternoon, you have till 19:00 to clear your goods. Past incidents have forced us to deduct a 30% fine of the exhibitor's turnover, for early clearing. The same rule applies should you run out of stock and/or not have sufficient stock for the whole event.

We thank you in advance for your co-operation in this regard. The safety and security of the exhibitors and their products are from the utmost importance to us and therefore we cannot make any exceptions. The organising committee will do their utmost to take preventative measure for damages or loss of goods. **Lourensrivier Church and the organising committee take no responsibility for any loss or damages to goods.**

7. Tasters on tables

All tasters (sauces) **must be in a squeeze bottle with spout and clearly labled**. If it is a type of jam or thick sause, simply enlarge the spout by cutting a peace off. If you have a product that contains chunks, you may use a bowl. This is to prevent the sauces from drying out while on the table, it will be more hygienic than an open bowl and there will be less waste at the end of the day.

8. Supervision / Security

There is no need for you to be at the Feesmark / Craft market for the whole duration of the event. All we require is for you to do **2 shifts of 2 hours each**. (Should you not be able to be there yourself, please appoint someone in your stead.) Exhibitors with expensive jewellery are responsible for their own supervision at their stall. Please call Annalie on 072 269 6592 to let her know which shift you will be able to work. Although most of our supervision is voluntarily, we use responsible people that will take good care of your exhibition. Exhibitors that will not be able to work a shift can pay an additional fee of **R100 / shift** (with registration) in order for us to arrange for someone in your place. Should you not pitch for your shift we will be forced to deduct R150 / shift from your turnover at the end of the market.

9. Central Pay point

We have a central pay point with credit card facilities.

10. Payment

Your payment will be made by no later than **30 November 2020** directly into your bank account. PLEASE make sure that we have your correct details! No cash pay-outs will be made.

11. Price stickers

We will print price stickers for you. It is very important that the description (**no more than 23 characters**) and price of your goods are marked clearly on your form. We will use this form to print your stickers. Every item should be clearly marked on a level surface for the scanners to work properly. Should the item be too small, please attach a piece of carton with string or put it in a small plastic bag to put the sticker on. **Items without price stickers will not be accepted.**

12. Marketing

Before and during the event we do a wide range of advertising and marketing. We use posters, banners, pamphlets and the local radio stations and newspapers. Please keep this in mind when you do your stock planning for the market!

Should you have any questions or ideas please do not hesitate to give us a call.

Our Feesmark / craft market can only be a success with your support. We look forward to meet you for the first time or to seeing you again. We ask for your prayers that we will have a safe and successful event.

Warm "Feesmark" regards
Annalie Möller
072 269 6592

Obo LOURENSRIVIER-FEESMARK COMMITTEE

LOURENSRIVIER – FEESMARK (CRAFT MARKET)
23 October – 7 November 2020
APPLICATION FOR REGISTRATION

Fax: 021 853 8009 **Tel :** 021 853 5991 (office) **E-mail:** lourensrivierfeesmark@gmail.com **Enquiries:** Annalie 072 269 6592	***REMEMBER:*** • Please complete form accurately and in full. **Screening of applications: Sat 30 May 2020**

1. NAME & SURNAME				
2. POSTAL ADDRESS	**CODE:**			
3. E-MAIL				
4. TELEPHONE NUMBERS	**CELL**		**H**	
	W		**Other**	
5. YOUR BANKING DETAILS **(Please make sure that you provide us with all the correct information)**	**ACC NAME:**			
	ACC NO:			
	NAME OF BANK:			
	BRANCH CODE:	**ACC TYPE:**		

6. PLEASE MARK WITH A [X] IN BLOCK WHICH CATEGORIES(S) YOU WILL BE EXHIBITING:

	Jewellery										
	Needlework		Clothes-		Fabric painting-		Chrocheting-		Knitting products		
	Candles		Porcelain		Glass		Pottery		Plants		Bath products
	Bites to eat		*(a sample must submitted in a closed container)*								
	Woodwork		Metalwork		Leather		Cane		Frames		Toys
	Paintings		Cards		Christmas decorations		Carton/Paper products				
	Miscellaneouis and Gift packs										

(Attached hereto is a list for completion of each item WITH ITS SELLING PRICE – this form must be handed in at the screening on 30 May 2020 at the latest.)

7. Lourensrivier Gemeente accepts no responsibility for any loss or damage of products during the period of the craft market.
There will always be close supervision in the hall.
A private security company will be available for 24-hour assistance in case of emergency.
Registration for the duration of the Feesmark / Craft market **(14 days) are R500 / table or R250 / ½ table.. 17% Commission on all sales will be payable to the church.**
If you are approved for our market you are under no circumstances allowed to start clearing your table before the official closure on 7 Nov. A fine of 30% of your turnover will be deducted for early clearing.

I have read and understood the above and attached information and undertake to follow the rules as set out.

_____ _____

SIGNATURE of Exhibitor **DATE**

LOURENSRIVIER FEESMARK (CRAFT MARKET)

23 October – 7 November 2020

Please complete in **print with a black pen** and hand in at screening on 30 May 2020

EXHIBITOR: _____**CELL:** _____

EXHIBIT SPACE (Please specify clearly what you need i.e. a full or a ½ TABLE or FLOOR space and if you need it against the wall)**:**

_____

_____

Special Request (ex. power point)_____

If you have your own barcodes, please forward us an Excel spreadsheet with all the information.

ITEM NR (OFFICE)	DESCRIPTION OF ITEM (no longer than 23 characters)	PRICE	QUANTITY STICKERS