



24th to 26th April
VENDOR APPLICATION FORM

Venue: The Alphen Boutique Hotel Constantia

Friday: 10h00 - 18h00
 Saturday: 10h00 - 18h00
 Sunday: 10h00 - 17h00

NAME OF COMPANY/ TRADING NAME

CONTACT PERSON

CONTACT DETAILS

CELL NR:	
EMAIL:	

PRODUCT CATEGORY ie. Decor, clothing etc.

SOCIAL MEDIA DETAILS

INSTAGRAM:		FACEBOOK:	
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STAND SIZE

VENDOR	UP FRONT FEE	COMMISSION	PLEASE SELECT ONE
2m x 2m	R 3000	10 %	
4m x 2m	R 6000	10 %	

INDICATE WITH NUMBER REQUIRED

CHAIRS	
TABLE	

*Retailers vendors are allowed 2 rails for 2m x 2m stand / 3 rails for a 4m x 2m stand

WE CAN SUPPLY:

- 1 x Trestle Tables
- 1 x table cloth
- 1 x chair
- Changing areas for retail vendors (only allow 1-3 garments at a time).

WHAT YOU CAN BRING

- Pull-up banner for marketing purposes
- Extension lead & multi-point plug
- **Duplicate invoice book - NB for all vendors**
- Mirror and lamp.

TERMS AND CONDITIONS

- **All vendors are responsible for taking their own payments** and will be required to pay the 10% commission at the end of the 3 day market. We will have a credit card machine at the exit point, where commission payments will be taken.
- **No vendor is allowed to pack up early.** A R500 penalty fee will be charged to any vendor failing to adhere to the market times.
- **Set-up** will commence on **Thursday, 23rd April 2020** between **16h00 - 19h00**. No one may set-up on the morning of the event.

PAYMENT REQUIREMENTS

100 % non-refundable exhibitor fee is required to secure your space as an exhibitor.

BANK DETAILS

Account name: Lisa's Listings PTY Ltd
Bank: ABSA bank
ACC number: 4081833709
ACC type: Cheque account
Branch code: 632005
Reference: Company name
Proof of payment: lisa@popupemporium.co.za

CANCELLATION

Confirmed exhibitors who are unable to exhibit will not be refunded any exhibitors fees on cancellation of exhibiting.

MARKETING

Please supply images and logos for social media, which will be shared across all social media platforms. Email Flyers will be distributed throughout our contact base in Cape Town, and beyond.
Tag us: @popupemporium

LIABILITY

We will do our utmost to look after your stock, employing overnight security. Acceptance to exhibit at The Pop Up Emporium indemnifies the owner of loss, theft, or damage of stock.

I hereby accept all terms and conditions set out herein for THE POP UP EMPORIUM event:



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Sign

Date

Please **complete** the application form and send it to lisa@popupemporium.co.za, along with **3 photographs** of your products/ services and we will get back to you.