



## VENDOR APPLICATION FORM

**VENUE:** Chilled Market at The Range

**DATE:** 3rd April 2020

**TIME:** 10h00 - 21h30

**SET-UP:** 2nd April 2020 from 16h00 - 19h00

**NAME OF COMPANY/ TRADING NAME**

**CONTACT PERSON**

**CONTACT DETAILS**

<b>CELL NR:</b>	
<b>EMAIL:</b>	

**PRODUCT CATEGORY** ie. Decor, clothing etc.

**SOCIAL MEDIA DETAILS**

<b>INSTAGRAM:</b>		<b>FACEBOOK:</b>	
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**STAND SIZE**

VENDOR	UP FRONT FEE	COMMISSION	PLEASE SELECT ONE
2m x 2m	R 1000	10 %	
4m x 2m	R 2000	10 %	

**INDICATE WITH NUMBER REQUIRED**

<b>CHAIRS</b>	
<b>TABLE</b>	

\*Retail 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 market day. 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, 2nd 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:

\_\_\_\_\_  
*Sign*

\_\_\_\_\_  
*Date*

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