



DIE OMGEEGEMEENTE
NGK SOMERSET-WES
Sed.1819

CHURCHMARKET 2022
25 November – 3 December 2022

Dear exhibitor

Thank you very much for your interest to take part at our Church market.

Our main focus is Christmas gifts of a good quality at affordable prices. Expensive items tend to sell much slower. No perishable or commercial products will be allowed. Please try to renew your products.

PLACE	DR Church Hall, 77 Andries Pretorius Street, Somerset West
DATE	25 November – 3 December 2021
TIME	Weekdays: 09:30 – 19:00 and Saturdays: 09:30 – 15:00
TABLE SIZE	1.8 m x 0.75 cm (Full table or half tables available)
COST	R500 for full table, R250 for half table
COMMISSION	17,5%

SELECTION OF PRODUCTS

Due to the ongoing Covid 19 pandemic, we have decided to do the selection from photos as we did last year. Please send a full set of photos of all your products as well as a picture of your stall.

Application form and product list

Please send the complete product list as well as the signed application form back before 31 May 2022. Please remember to submit the full set of photos.

We will inform you at the end of June whether your application was successful.

Registrasion fees

Registration and duty shift fees are payable before or on 30 September 2021. Deposits are not refundable. **PLEASE NOTE:** Deposits will only be paid back if the market is canceled.

Our bank details

NG Kerk Somerset Wes Kersmark
Absa
Account number: 928 641 2834
Branch code: 632 005
Reference: Your name and surname

Food and tasting samples

All food items must have an expiry date, full description of ingredients and storage information. Samples on the tables are allowed if it is kept clean and neat. Due to the Covid 19 we might decide later not to allow samples.

Stock

Stock may be replenished every morning between 08:30 – 09:15

Tables will be restocked during the market. Please ensure that there is enough stock stored below your table, alternatively arrangements can be made with me to keep stock in our storage room.

Barcodes

Please complete the attached product list neatly (preferable typed). Barcodes will be printed, and you will be informed where to collect. You can also arrange with a courier to come collect. Please don't ask for unnecessary amounts of barcodes. You can ask during the market for more.

Exhibitors that use their own barcodes must please send me a complete list or the barcode itself, whether it is a copy, scan or whatsapp photo. This is to ensure that our system accepts the barcode. Please make sure that the barcode or barcode number is correct.

Under no circumstances will prices be changed during the market.

Setup and clean up

Setup is on Thursday 25 November 2022 from 08:00 till 18:00. You are responsible to setup your own table. Hessian will be provided for the tables, but you are more than welcome to bring your own tablecloths.

PLEASE NOTE: In the event that your table runs out of stock or if you fail to restock your table, you will be fined R100 per day.

The market ends on Saturday 3 December 2022 at 15:00. Tables may be cleared once all the customers have left the hall. You have until 18:00 to clear your table. Arrangements can be made to clear tables if you are indisposed to do so at the time.

Security and supervision

There will be security from Thursday 24 November 2022 from 17:00 until Saturday 3 December 2021 till 18:00

You are responsible for 1 duty slot of 2 hours. If you are unable to do a shift, you can pay an additional fee of **R100** together with your registration fee. If you do not arrive for your duty, a fine of **R150** will be deducted from your sales at the end of the market.

Payment

Your payment will be made as soon as possible after the market. Please ensure that your banking details are correct.

Thank you very much for your co-operation. We hope we will have a great market.

Kind regards

Tanja Mynhardt – 084 614 9057