



**EXHIBITION / VENDING TRUCK APPLICATION FORM FOR SA Gamefair 2021**

Thank you for your interest in setting up a stand / being an exhibitor at the SA Game Fair 2021 @ WattleSprings Sports Club. Please complete the form below with details of your display, food truck or pop-up store.

The attached application form must be signed, completed and returned for the attention to richard@offsa.co.za, by email

FOR OFFICE USE ONLY					
Date Received	Approved / Declined		Invoice No. when approved	Recruiter	
Food Stalls	Gas Certificate	<input type="checkbox"/>	Health Certificate	<input type="checkbox"/>	Fire Extinguisher
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**EXHIBITOR DETAILS:**

<b>COMPANY NAME:</b>	
<b>REGISTRATION NUMBER:</b>	
<b>VAT NUMBER:</b>	
<b>CONTACT PERSON:</b>	
<b>CELL NUMBER:</b>	
<b>ALTERNATIVE NUMBER:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>COMPANY PHYSICAL ADDRESS:</b>	
<b>PRODUCTS ON DISPLAY:</b>	
<b>TYPE OF DISPLAY / POP-UP STORE:</b>	
<b>DATES OF EVENT:</b>	<input type="checkbox"/> Set-up day – 16 <sup>th</sup> of Sept 2021 <input type="checkbox"/> 17 September 2021 <input type="checkbox"/> 18 & 19 September 2021 <input type="checkbox"/> Please tick box if more than 12 hours required to set up stand on the 16 <sup>th</sup>
<b>DETAILS OF CO-EXHIBITORS:</b>	
<b>PRODUCT(S)/SERVICE TO BE EXHIBITED</b> (Please provide a leaflet/brochure/website to illustrate your product/service)	



<b>DESCRIPTION OF DISPLAY</b> (This can be provided by attaching a written paragraph or via a sketch or photograph of a previous exhibit)					
<b>EXHIBIT REQUIREMENTS</b>					
<b>Type of Space (please indicate size required)</b>					
Outdoor Full Package	____m x ____m	Outdoor (Vending Only)	____m x ____m	To park a vending kiosk for duration of Fair.	Use of plug point <b>not</b> guaranteed.
<b>Additional Requirements –</b>					
<b>Electrics</b>	Additional 15amp plug x ____				
<b>Other</b> (Please attach full details)					

**Please attach the following to your completed Application Form if required :**

- i. A Valid copy of your SA ID;
- ii. Colour photos of the above-mentioned food items / food truck;
- iii. Valid certificates: Health cert | Gas cert [If making use of Gas] and permit;
- iv. A working fire extinguisher with valid dates (Food truck or fire products);
- v. Approved application for a temporary authorisation to trade in firearms & ammunition or to conduct business as a gunsmith or to display firearms & ammunition at the premises will also be required.



### **TERMS & CONDITIONS**

The T's & C's are only to ensure that all the exhibitors / vending truck holders are treated uniformly and that everyone knows what is expected of them to make this a great Fair.

1. As a result of COVID19 restrictions, attendance numbers may change, this we will only know closer to the time.
2. As per the promulgated Covid-19 protocol regulations, every person should wear a mask at all times and adhere to social distancing rules.
3. When you complete this application form, you are confirming that you are serious in taking part in the Fair as an exhibitor. Please make sure you provide all the details of the stand that you require, to help us approve all the relevant details, including details of any co-exhibitors or staff you need to bring to the Fair, otherwise we do not have their details and cannot admit them to the Fair free of charge.
4. We will issue tickets to the Fair for you and the co-exhibitors and/or staff that have been approved by the Fair Organisers. Please make sure that you provide all the right dates and details.
5. If the Fair is postponed because of circumstances beyond our control, we will provide you with 14 (fourteen) days' notice by e-mail to give you an opportunity to accept the new dates or to cancel your participation, should the new dates not be suitable. You will however have no claim for any damages against us. If the Fair must be cancelled for whatever reason, we will still not be liable for any damages, actions, claims, losses or expenses suffered by you.
6. You can set up your exhibition stand / vending truck on the 16<sup>th</sup> September 2021 or otherwise requested
7. You will ensure that during the entire Fair (including set-up and dismantling) you, your employees, staff and guests, comply with the speed limit imposed on the access road and any other reasonable requirements from the venue owners, pertaining to accessing and exiting the venue, Wattlesprings Sports Club
8. You confirm that you will bring in and take away goods and receive deliveries at the times when indicated by us, to prevent nuisance or annoyance to the venue owners. In any event, there may be no deliveries or set-up before 06:00am or after 09:00pm on 16<sup>th</sup> September 2021.
9. There will be security guards present on the evenings of the 16<sup>th</sup> September 2021 to 19<sup>th</sup> September 2021, but you will still be responsible for ensuring that all valuables are removed to a secure location or locked up.
10. Safety & Security will be professionally managed by a company selected and contracted by us. You will need to comply with the safety plan that is put in place, as well as the fire safety plan and ensure that your stand does not obstruct any of the safety or fire equipment.
11. Smoking may only take place in the designated smoking areas, which will be clearly demarcated and you will be responsible for ensuring that your employees, staff and guests comply herewith.
12. Once you have set up your stall or vending truck, there must be at least 2 metres of open space on both sides of your stand / vending truck, as designated by the Fire Department.
13. You must bring all equipment you may need for your stand / vending truck – including tables, chairs, tablecloths cutlery and marketing material
14. Your exhibition / vending truck must always be acceptably staffed, managed and stocked – including having a Point of Sale Device/s (POS) or change available. If for any reason, the Fair is postponed or moved to an alternative venue, you will receive due notice and will be able to exhibit on the same terms and conditions at the later date and/or venue – please note that such eventuality will only be because of something happening, beyond all parties' control, which may include, but not be limited to load shedding; strike or civil unrest; new regulations promulgated in terms of Covid-19 or any other pandemic etc. Both parties will then still perform all



their obligations, as agreed to in this document, but it may be at a later date and/or a different venue, depending on the circumstances.

15. Dismantling can take place from 17:00 on the 19<sup>th</sup> September 2021 , and you will ensure that the entire area where your stall or vending truck was based will be clean and restored to the condition you received it upon your arrival. You confirm that you will be in compliance with all the laws of the Republic of South Africa and any regulations or by-laws that are applicable to the Fair when exhibiting, selling or promoting your products or services at the Fair.
16. You are liable for and hold us and the venue owners harmless against all risk in and to property brought onto the venue by you, your employees or staff and guests. The Fair Organisers and the venue owners will not liable for any loss or damage which you, your employees, staff or guests suffer, including damage as a result of fire, flood, riot, the actions or omissions of other exhibitors.