

**PINELANDS HIGH SCHOOL
FOREST DRIVE, PINELANDS**

Monday 2nd - Sunday 22nd December 2019

Contact: Jenni Brassington:

Cell: 082 661 6080

Fax: 086 609 1850

Email: pinelandsfair@gmail.com



If you would like to be considered as an exhibitor at our **cashless market**, email your application form to **pinelandsfair@gmail.com** or fax to **0866091850** no later than **7 June 2019**.

Applicants are required to attend one of the following selection days:

Saturday 18th May at the Dutch Reformed Church, Bellville West, 8 th Ave, Boston or

Saturday 8th June in the Kent Hall Foyer, Pinelands High School, Pinelands

Selection time schedule, 18th May in Boston

08:00 Cards, Christmas decorations, Carton, Paper products & Books

09:00 Foodstuff, Sauces, Sweets & Liquids (please supply a closed container with tasters marked "PINELANDS")

10:00 Jewelry & Bath products & Candles

11:00 Needlework, Fabric painting, Knitting & Crochet

12:00 Metal, Leather, Basket ware, Plants & Paintings

13:00 Break

14:00 Toys, Woodwork, Frames

15:00 Porcelain, Glass, Pottery, Mosaic & Miscellaneous

Selection time schedule, 8th June in Pinelands

09:00 – 12:00 All category of crafts can be displayed during this time

Selection day notes

- Please bring your own table cloth to the selection day
- All prices must be clearly visible (prices may not be changed before or during the market)
- If attending the Boston selection day kindly arrive ten minutes before your time slot to setup
- All food items must have:
 - An expiry date
 - Indicate how to store your product, before and after opening
 - List of all ingredients

Registration fees & commission

Selected Exhibitors will be required to pay a registration fee on or before 3rd September, failing which your space will be allocated to a Crafter on the waiting list.

PLEASE NOTE:

Registration fees are not refundable for any reason.

Pinelands Craft & Gift Fair will not be liable for any tax to or from you.

- Full table OR full floor space (own stand) (1.8m x 80cm) **R800 (R38.09 per day x 21 days)**
- Half table OR half floor space (own stand) (90cm x 80cm) **R600 (R28.57 per day x 21 days)**
- Quarter table OR quarter floor space (own stand) (45cm x 80cm) **R300 (R14.28 x 21 days)**
- 19% commission will be deducted from your total sales. Please remember to include this in your selling price.

Business hours

- Mon to Fri : 9am to 7pm (including 16th Dec public holiday)
- Sat & Sun : 9am to 5pm
- Market ends Sat 22 nd at 5pm

Tables

- Tables are supplied. There are no divisions between the tables
- Exhibitors are responsible for their own table clothes down to the floor & neatly pinned at corners
- Extra stock must be stored under your table in sealed containers and additional storage space is available on request

Setting up & re-stocking of tables

- Exhibitors are required to set-up on Sunday 1st December between 11am and 6pm. The hall will be locked at 6.30pm.
- Stock levels need to be maintained, failing which, a penalty of 10% off final sales will be enforced.
It is very disappointing for customers when stock runs out. It is a busy time of year, so please do have additional stock available, this is always our greatest challenge!
- Exhibitors will have access to the hall between 8am to 9am and 5pm to 7pm to restock and tidy their tables. The organisers will replenish tables during the day with stock from under the tables.

Barcodes

- Barcodes are generated for your items
- We can load your personal barcodes onto our system if they are compatible.
Please make sure you supply the correct information to avoid confusion at the till.

Surveillance duty

- Exhibitors will be required to assist with surveillance by doing a 4 hour shift or by paying R130 so that we can arrange for our staff to do your duty instead
- You may also choose to do 2 X 2 hour shifts if preferred

Packing up

- The market ends on Sunday 22nd December at 5pm
- Exhibitors will be permitted to pack up from 5.30pm allowing the customers time to leave the hall and staff time to return any misplaced items to correct tables. The hall will be locked at 7.30pm.

Security

The organisers will make every effort to eliminate theft. Security guards will be on duty 24 hours a day during the market. The Pinelands Craft & Gift Fair as well as Pinelands High School will not be held liable for damages or loss of any nature during the market.

Publicity

The market will be widely advertised through the press, radio, banners, flyers, posters and social media etc. You are welcome to call Jenni on cell 082 661 6080 if you have any questions.

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KEY DATES 2019

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|--------------------------|--|
| 18th May | Selection day at Dutch Reformed Church, Bellville West, 8th Ave, Boston. |
| 7th June | Deadline to submit applications |
| 8th June | Selection day at Kent Hall Foyer, Pinelands High School, Pinelands |
| 26th June | Selection results emailed to applicants |
| 3rd Sept | Deadline for registration fees |
| 5th - 7th Nov | Bar codes to be collected at Pinelands High School reception: daily |
| 1st Dec | Crafters set-up : 11am – 6pm |
| 2nd Dec | Opening of Pinelands Craft & Gift Fair : 9am |
| 22nd Dec | Crafters pack-up : 5.30pm – 7.30pm |
| 6th, 7th Jan 2020 | Payments made to Crafters |