

FOR OFFICE USE ONLY	DATE RECEIVED:	RECEIPT NO.:	REF. NO.:
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**8 TO 15 APRIL 2017  
STALL APPLICATION FORM  
CLOSING DATE: 30 NOVEMBER 2016  
ADMIN FEE PAYABLE R300**



**Postal Address**  
PO Box 1341  
Oudtshoorn  
6620

**Physical Address**  
Seppie Greeff Building  
Voortrekker Road  
Oudtshoorn  
6625

Tel: 044 203 8600  
Fax: 086 617 9498  
E-mail: [markte@kunste.org.za](mailto:markte@kunste.org.za)  
[www.kknk.co.za](http://www.kknk.co.za)

**A General stall could be any of the following:** clothing, accessories, shoes, art, handmade products, jewellery etc. **A Food and deli stall could be any of the following:** ready-cooked meals (take-away) and/or ready-made food (sweets, biscuits, dried fruit etc.) and/or unsealed food products (biltong, ice cream etc.)  
**Wine:** Alcoholic products

Choose your stall type:	General	Food/Deli	Wine
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**CONTACT DETAILS OF OWNER**

Name of stall:	
VAT number (if you applicable):	
Postal Address:	
Physical Address:	

**Details of contact person:** (The contact person serves as a link between you and the KKNK. He/she must be easily reachable and capable of making decisions. The KKNK communicates electronically and it will speed up the process if the contact person as an e-mail address of fax number.)

Name:		Tel:	
Surname:		Fax:	
ID-number / Work permit number:		Mobile (Cell):	
E-mail:			

The following is only applicable to wine stalls \*

**\*CONTACT DETAILS OF LIQUOR LICENSEE (PLEASE ATTACH A COPY OF YOUR LIQUOR LICENSE)**

Name:		Tel:	
Surname:		Fax:	
ID-number / Work permit number:		Mobile (Cell):	
E-mail:			

**PRODUCT DETAILS**

**What is your main product(s) that you sell?**

**Provide a full list of the products that you plan on selling and indicate your main product(s) first:**  
(E.g. Jewellery, shoes, paintings, clothing, leatherworks, hamburgers, roosterkoeke, bottled products, biscuits, caravans, tents, merlot, chardonnay etc.)


<b>General stalls: How is your main product manufactured?</b>	Handmade	In a factory
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Food and deli stalls: How is your main product prepared?					Before hand	Gas	Open Fire	Other, name:		
What visual material did you include with you application form?					CD		Colour photos		Colour prints	
Did you attach all slogans/wording on the products you aim to use					Yes			No		
The visual material assists us in forming a better idea of your product(s). You may collect your visual material during the festival at the Markets Office or send a reply-paid envelope with your application so that we may return it to you.										
Please indicate at which KKNK festivals you have been a vendor: (Indicate clearly)										
2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	N/A
At which other festivals/markets are you also an exhibitor?										
<b>CLASSIFICATION OF STALL</b>										
What type of stall do you prefer? Mark your choice in order of preference with 1 – 3. *General e.g. jewellery, shoes, art, clothing, leather etc. Ready-made foods e.g. bottled products, biscuits, sauces etc. Food: prepared on site e.g. hamburgers, roosterkoeke etc. Wine alcoholic products										
Site	Type of Stall	*Only suitable for	Inside Rivierbuurt?	Electrical socket incl.?	Price for duration	Trading hours	Size	Your choice		
Art Market	Tent A, B, C, D, E, F, G, H	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	Yes	Yes	R 5 200	09:00 – 18:00	3x3			
Art Market	Tent Prime A, B, C, D, E, F, G, H (2 serving sides) (see dark blocks on site plan)	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	Yes	Yes	R 6 050	09:00 – 18:00	3x3			
Art Market	Outside J1 – J6	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	Yes	Yes	R 6 050	09:00 – 18:00	4x4			
Art Market	Outside Corner J9, J18, J19, J28	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	Yes	Yes	R 5 800	09:00 – 18:00	4x3 (4m deep and 3m serving area)			
Art Market	Outside J10 - J17, J20 – J27	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	Yes	Yes	R 4 900	09:00 – 18:00	4x3 (4m deep and 3m serving area)			
Art Market	Outdoor JK1 – JK4	<ul style="list-style-type: none"> <li>Food</li> </ul>	Yes	Yes	R 5 000	09:00 – 18:00	4x5			
St John Street	Outside S1 – S2, S6, S8 – S9	<ul style="list-style-type: none"> <li>Food</li> </ul>	Yes	Yes	R 11 500	09:00 – 21:00	4x5			
St John Street	Outside S3 – S5	<ul style="list-style-type: none"> <li>Food</li> </ul>	Yes	Yes	R 9 000	09:00 – 21:00	4x5			
De Jager Sport Complex	Wine and Deli L1 – L27	<ul style="list-style-type: none"> <li>Wine</li> <li>Deli</li> </ul>	Yes	Yes	R 4 950	10:00 – 19:00	3x3			
De Jager Sport Complex	Wine and Deli L28 – L39	<ul style="list-style-type: none"> <li>Wine</li> <li>Deli</li> </ul>	Yes	Yes	R 4 150	10:00 – 19:00	3x3			
De Jager Sport Complex	Outside K1 – K19	<ul style="list-style-type: none"> <li>Food</li> </ul>	Yes	Yes	R 12 000	09:00 – 21:00	4x5			
Pick 'n Pay area	Outside P1 - P22	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	No	No	R 4 500	09:00 – 23:00	3x3			
Pick 'n Pay area	Outside P23 – P24	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	No	No	R 6 000	09:00 – 23:00	4x5			
Pick 'n Pay area	Outside PW1 - PW20	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	No	No	R 5 250	09:00 – 23:00	3x3			
Carwash (Pick 'n Pay area)	Outside	<ul style="list-style-type: none"> <li>General</li> <li>Ready-made foods</li> </ul>	No	Yes	See site plan	09:00 – 19:00	See site plan			

Queens Avenue	Outside Q1 - Q36	<ul style="list-style-type: none"> <li>• General</li> <li>• Ready-made foods</li> </ul>	No	Yes	R 4 700	09:00 – 23:00	3x3	
Civic Centre	Outside BS1	<ul style="list-style-type: none"> <li>• Food</li> </ul>	No	Yes	R 9 500	07:00 – 21:00	4x5	
St John Street	Outside	<ul style="list-style-type: none"> <li>• General</li> <li>• Ready-made foods</li> </ul>	No	As negotiated	On request		See site plan	
If you are applying for an outside stall, please indicate the exact size of your stall (incl. overhang, tow bar, advertisement boards, fitting room, etc.).							m (deep)	m (serving)
Are you applying for a continuous double stall @ an additional premium of R500?						Yes	No	
Will you personally be at your stall during the KKNK 2017?						Yes	No	
If not, please provide the following details of the person who will be at the stall:								
Name:								
Surname:								
Mobile (Cell):								
<b>ADDITIONAL SERVICES REQUIRED</b>								
Remember stalls, where indicated, already have a power socket. This power socket is only for the use of a light, a fan and a card machine. If you are going to use any additional electrical device, you will need additional electricity which will be installed for your account. Please indicate what additional apparatus you will use, e.g. a kettle.								
<b>TRADING ON AREAS OUTSIDE THE JURISDICTION OF THE KKNK</b>								
Do you plan on utilizing any trading area obtained from a party other than directly from the KKNK?						Yes	No	
If YES, please supply details of the number of stalls and the location(s).								
<b>KKNK WEB PAGE</b>								
Do you want us to list your stall on our web page ( <a href="http://www.kknk.co.za">www.kknk.co.za</a> ) at no extra cost?						Yes	No	
If yes, what is the name of stall as it must appear on the web page?								
What is the name of your website or Facebook page?: (please write legibly)								
What is your contact number in the event that you don't have a webpage?								
What is your email address?								
<b>DECLARATION</b>								
All applicants have to sign the application form. Forms that are not signed will not be considered for selection. I declare that the abovementioned information is true and correct. I agree to submit all the required certificates, proof of payment of the administration fee, copy of my ID, proof of address and photos/colour prints/CDs together with my signed application form. In the event that my application is successful, I agree to pay my stall lease and all additional costs and fax proof payment to the Sales Coordinator at 086 617 9498. I agree to pay 50% of my stall fees by the 6 January 2017 and the outstanding balance by the 10 February 2017. By signing this document I confirm that I am fully authorised and plenipotentiary to sign the application form. I, the undersigned, commit myself as surety and co-debtor with respect to adhering to the obligations as set out above. I agree to the jurisdiction of the Magistrate's Court of Oudtshoorn for any legal matter which may arise from this agreement								
<b>SIGNATURE</b>			<b>PLEASE PRINT NAME AND SURNAME</b>			<b>DATE</b>		

## TERMS AND CONDITIONS

### APPLICATIONS

- Applications can be completed online at [www.kknk.co.za](http://www.kknk.co.za), please follow the instructions online.
- The applications can also be posted, couriered or delivered. No faxes or e-mails will be accepted.
- Read all of the information carefully and sign the application form on each page. Without a signature on each page your application will be regarded as incomplete.
- Make a copy of this application for your own use.
- Submit your application before or on the closing date of **30 Nov. 2016**.
- One application represents one stall or one continuous double stall. Therefore, two applications must be submitted for two separate stalls.
- A non-refundable admin fee of **R300** (VAT incl.) is payable per application to cover admin costs incurred for the processing and screening of your application. **NB:** No application will be processed if the admin fee is not paid in full on or before **30 Nov. 2016**.
- A maximum of 3 stalls per owner will be made available.

### Attach the following to your application:

#### Markets:

- Copy of your identity document or a valid workers permit (if you are not a South African citizen).
- Proof of address, e.g. municipal account, clothing account etc.
- Sufficient visual material for selection purposes e.g. photos, CD and colour prints needs to accompany the application (even if you have had a stall with the KKNK previously)
- Proof of payment of administration fee (**R300**). No cheques will be accepted.
- Valid SAMRO license (where applicable).
- Copy of a Second-hand Dealer certificate where applicable\*

#### Food and deli:

- The above mentioned is required as well as the following:
- A copy of a valid certificate of acceptability for food from your **own municipality**
- A copy of a valid gas certificate where applicable.

#### Wine:

- Copy of a valid liquor license

\*Second-hand Dealers must apply for a temporary second-hand license (SAPS601(D)) for the KKNK. Any questions please WO WD Beer on 044 203 9199.

### SITES

The KKNK offers a choice of exhibition sites:

- Within the Rivierbuurt (which includes music stages, bars, rest and play areas) in tents or outside. Festival goers pay an entrance fee to access this area in the form of a day ticket or a festival ticket.
- Outside the enclosed area in open stalls on the Pick 'n Pay parking area and in Queen's Avenue.
- As well as stalls at the Carwash (Pick 'n Pay area)
- St John Street

### PRODUCTS

You must indicate your main and secondary products clearly. Your main product may not be changed under any circumstances, and you may not sell products that have not been indicated on your application form. If you wish to add products, you have to apply for approval in writing to the KKNK. All wording and product designs have to be presented to the selection committee of the KKNK. Keep in mind that the KKNK will not tolerate any products with distasteful, vulgar, racist, sexist or xenophobic messages. Products/wording which has not been declared will be withdrawn from being sold immediately. The KKNK holds the right to disallow the selling of, and confiscate, products/wording not approved, until the end of the festival. All products and the presentation thereof must be of a high standard and quality.

### Trade limitation

The KKNK enters into trade agreements with specific companies for the right to supply and sell specific products within the Festival District. Products affected by these agreements include alcoholic products, cold drinks, water, energy drinks, ice, bread, cleaning material, gas, packing material, etc. We expect that stall holders will make use of these suppliers because it eases pressure on traffic, as well as general logistics, within the Festival District. Please also keep in mind that if you do not have explicit permission to sell any of these goods, you cannot assume that you may sell them. If you are granted permission to do so, the rules and regulations will be communicated to you, and you will be expected to strictly adhere to them. The KKNK follows a transparent process in the closing of trade agreements with suppliers and possible suppliers are welcome to direct any enquiries to Sales Coordinator of the KKNK at [francisca@kunste.org.za](mailto:francisca@kunste.org.za)

The KKNK is in a trade agreement with a wine sponsor and part of the agreement states that only their wines may be consumed on site. Wine sold by wine stalls can be consumed in the wine area and only sealed bottles can be removed from the premises.

The KKNK follows a transparent process in the closing of trade agreements with suppliers and possible suppliers are welcome to direct any enquiries to the Sales Coordinator of the KKNK at [francisca@kunste.org.za](mailto:francisca@kunste.org.za).

### SELECTION

This application is subject to approval. Selection is necessary because more applications are received than the number of stalls available. An independent selection committee will process all the applications by means of pre-determined norms. The selection committee's decisions may differ from previous years. The decisions of the selection committee are final and no correspondence will be entered into regarding the matter.

### Criteria for selecting applications

- Have you paid the administration fee and completed the application form in full? Are all the necessary documents attached to your application? (if not, it will be rejected)
- Does the product complement the image of the KKNK?
- Is the focus on the product rather than the stall holder?
- Are the products handmade or unique and how much overlapping is there with other applications?
- Is your product mass produced and generally available in shops?
- Are the products and the infrastructure of good quality?
- Is there a market for the product?
- Number of stalls needed and size of stalls?
- Does the applicant have a good payment record with the KKNK and other festivals?
- Is the applicant a new entrepreneur?
- Does the stall holder only deal with the KKNK for the duration of the festival?
- Does the applicant, if he/she has exhibited at the KKNK in previous years, demonstrate respect for the general rules, code of conduct and responsibilities?
- Will the stall be used to raise funds for a local registered institution?
- Does the applicant come from the Greater Oudtshoorn area?

### Notification

The decision of the selection committee will be communicated from **9 Dec. 2016** by means of electronic communication (e-mail, fax or SMS). If you have not heard from the KKNK by **5 Dec. 2016**, please contact the Sales Coordinator.

### STALLS AND COST

Stall costs will apply for the duration of the festival and prices include VAT. An electrical socket is included in the cost, as indicated.

### Site maps and positioning

Site maps are available on [www.kknk.co.za](http://www.kknk.co.za). The KKNK will attempt to accommodate preferences regarding positioning, but no guarantees can be made. Positioning is the explicit discretion of the KKNK.

### Relocation of stalls

No relocation of stalls will be allowed. Changing the angle, at which the stall is placed, as it is indicated on the site map, is also not allowed.

### Double stalls

If you apply for a continuous double stall, keep in mind that you have to pay an additional fee of **R500**.

### Infrastructure of stalls

Stalls in tents are separated by a structure of 32mm steel pipes. The structure is  $\pm 2.4$  m high without any horizontal pipes or floor covering. Dividers are your responsibility. The structure can carry a weight of 50 kg.

The KKNK only provides exhibit space to wine- and outside stalls and not any infrastructure. Shading must be supplied by the stall holder for all outside stalls and open areas outside the tents. Your infrastructure must be neat, clean and in a good condition. Trailers must form part of the stall or be removed to a safe parking area. No trailers may be stored in the open spaces between the tents.

Should a stall holder cause any damage to property or infrastructure of the KKNK the stall holder will be responsible for the full replacement value or cost of such damage. An invoice will be issued to the stall holder and must be paid within 30 days from date of invoice.

### Size of stalls

The exact size of the stalls is indicated in the accompanying table. Your stall needs to include your tent pegs and/or construction (trailer/tow bar) as well as your name board. Outside stalls need to indicate their exact size. Please note, the wrong description or size of the stall you need will not be the KKNK's responsibility to rectify and you will not be moved. If your stall is bigger than the mentioned sizes the KKNK will decide how many stalls you need to get to accommodate you. You are only allowed to trade within your stall area.

### TRADING HOURS

Stalls have to trade for the entire duration of the festival (**8 – 15 Apr. 2017**). Trading hours of stalls in the Arts Market are from **09:00 to 18:00** and the De Jager Sports Complex Hall from **10:00 to 19:00** or as shown on the above mentioned table. Therefore, be prepared to be ready at **09:00** for trade until **18:00**. Deliveries are allowed daily between **08:00 and 09:00**. No vehicles will be allowed within the enclosed market area between **09:00 and 18:00**. Stalls at the art market have to be cleared from **18:00 to 19:00** after which the site closes and becomes an inaccessible security area. Other stalls trade daily from **09:00** until late. In Queens Avenue the trading hours are from **09:00 to 22:00**, after which it will close and become an inaccessible security area.

### DAMAGE AND CLAIMS

All stalls must be packed up after trading hours. Any inventory that is left in the stall as at the stall holders risk. The KKNK does not accept responsibility for any theft or damage.

### GENERAL RULES, CODE OF CONDUCT AND RESPONSIBILITIES

The KKNK reserves the right to prohibit a stall holder from occupying or removing a stall or having a stalled holder when a stall holder does not act in accordance with the regulations or does not meet the regulations when he/she:

- Is guilty of misconduct.
- Demonstrates behaviour that is a hindrance to other stall holders or the public. Intrusive behaviour includes the loud verbal advertising of products or playing loud music. Stalls are mostly placed in noise-sensitive areas and prescribed noise levels have to be strictly maintained.
- No animals allowed.
- Has alcohol in a stall without permission from the KKNK.
- Has own infrastructure that does not comply with the standards set by the KKNK.
- Fails to provide a fire extinguisher (where applicable) in good working condition.
- Overnights in any stall on any of the festival sites.
- Does not keep the stall tidy and clean. Stall holders must place their garbage in black bags and take them to the garbage deposit bins. Your cooperation in this regard will relieve the pressure on garbage disposal services. Garbage bins are for the use of visitors to the festival.
- Rooms with products without permission.
- Obstructs walking areas within the tent or outside with products or exhibition material.
- Sub-leases the stall. Stalls may not be shared by two or more exhibitors if this has not been approved by the KKNK.
- Is in debt with the KKNK.
- Does not abide by the rules of erecting a stall.
- Does not keep to the trading hours.
- Commits any criminal offence.
- To not sell any designs or products not approved by the KKNK and not to use the wording Oudtshoorn and/or kunstefees and/or Fees and/or the logo of the KKNK without the prior written permission of the KKNK.

The KKNK brings the following regulations to the attention of stall holders. Stall holders who violate these may be penalised in future selection:

- Copying the ideas of other stall holders is in conflict with creative copyright and not in the good spirit of the KKNK.
- The KKNK does not accept any responsibility for products that do not sell and no guarantees can be given in this regard.
- The KKNK does not guarantee exclusivity in any product category, other than that mentioned above under the heading **Trade Limitation**.
- The KKNK does not accept any responsibility for maintaining franchise rights among exhibitors. The KKNK extends no guarantee that the applicant, if successful, will be placed on the same site as previous years. Successful applicants also undertake and confirm to accept that they will be satisfied with stall placement, as decided upon by the KKNK from time to time.
- Stall holders who leave early are not entitled to any refunds and will also not be considered for participation again.
- Smoking is not allowed on the festival site other than where it is permitted. This will be indicated.
- No form of fire (e.g. blow torch) is allowed in any of the tents. Stalls are not allowed to sell trademarked products e.g. Nike, Adidas etc. without the necessary documentation from the trademark holder
- Any stall selling or playing music at their stalls needs SAMRO registration. Arrangements for a license should be made with SAMRO. Attach a copy of the licence to the KKNK application form.
- It is illegal to sell liquor to persons under 18 years, stalls who make themselves guilty of this conduct will be closed.

### Hygiene Guidelines for Deli- and Food Stalls

- All food stall owners must be in possession of a Competency certificate issued in terms of R918 of 1999.
- The Competency certificate must be displayed at all times in the food stall.
- All food handlers must be trained sufficiently in the safe and hygienic handling of food.
- All food handlers must wear sufficient overalls and head covering.
- All cold food must be kept below 5°C and warm food above 65°C.
- All working surfaces must be made from smooth, rustproof, washable materials.
- Food that is exhibited must have sufficient protection against pollution/contamination.
- Smoking is not allowed at the food stall.
- A container with clean water and soap must be present to wash hands.
- Appropriate dustbin with tight closable lid must be kept in the stall.
- In the event of dusty surfaces, the floor must be covered with a cleanable groundsheet.
- All pre-packaged food must be sufficiently labelled. (Law on Foodstuffs, Cosmetics, Law. 54 of 1972).
- Provision must be made to store dirty and used water until it can be disposed of in a safe and healthy way.
- The stall where food is handled must be kept neat and hygienic at all times.
- All food imported, manufactured or presented for sale, must adhere to the labelling law, see website for guidelines: [www.kknk.co.za](http://www.kknk.co.za)

### Reporting any problems

Report any problems at the Art Market to the Markets Office. The office is in direct radio contact with all support services and thus able to address all of your problems. At all other sites you have to report problems to the relevant site manager who will be available at your site at all times. Should your problem not be handled to your satisfaction, you may contact the Sales Coordinator.

### Compliments and complaints

The KKNK appreciates feedback and you are welcome to give any compliments or complaints through to the Sales Coordinator. All feedback is treated confidentially.

### Sponsorships

Enquiries about more elaborate marketing rights may be directed to the Operations Manager of the KKNK at [bernard@kunste.org.za](mailto:bernard@kunste.org.za)

**Best Stall competition**

More details will be made known at a later stage.

**Third Party**

Stallholders contact details can be made available to a third party (e.g. suppliers of electricity, packaging and fresh produce)

**ELECTRICITY**

An electrical power supply socket is supplied for all stalls, as indicated. This power supply is for the use of a light, fan and card machine only. If you are going to make use of any other electrical device (e.g. a kettle, stove, etc.), you have to indicate it on your application form. The KKNK will provide you with a quote for the installation of additional electricity. This additional power supply socket will be for your account. The cost of the additional power supply sockets' installation, on sites where applicable:

15Amp: R600; 20Amp: R775; 3-phase: R3500;

3-phase deposit for usage: R1000

All 3-phase power points will be measured against the present municipal tariff and deducted from the deposit you pay for its use. Should there be a balance left on your deposit, it will be refunded after conclusion of the festival. Should you have used more, you will receive an additional account. On sites without electricity you are welcome to contract a private electrician to supply you with electricity. The use of generators will only be allowed in areas without electricity and only with written permission from the KKNK. You have to supply your own extension cords and electrical accessories, which must be in good working order. It is your responsibility to accurately indicate the number of power points needed. You have to provide for the specific power needs of the equipment that you will be using. The KKNK will take action against those who operate with 15 Amps where 3-phase is needed. In such instances you will have to contract a private electrician for the required upgrade and the prices quoted above will then no longer apply. **NB:** If an electrician is called because of a fault you have caused, you will be held responsible for the cost of R300 per call-out.

**SECURITY**

Basic security is supplied to ensure the safety of stall holders, visitors and contractors. It is however still the stall holders responsibility to insure there property and inventory of the stall. No security is provided for Pick 'n Pay area after trading hours. Stall holders will have to pack up and evacuate their stalls. If you do not wish to do this, you have to make use of the official security of the festival. For a quote and further enquiries, please contact the Logistics department at telephone 044 203 8600 or at [logistiek@kunste.org.za](mailto:logistiek@kunste.org.za).

**ENTRANCE FOR STALL HOLDERS**

Upon registration stall holders inside the *Rivierbuurt* will receive two arm bands. All additional arm bands can be bought at the normal rate. Stall holders outside the *Rivierbuurt* are welcome to buy arm bands at the normal rate to gain access to the *Rivierbuurt*.

**Parking**

Included in your stall cost is the use of an unreserved parking space. No parking is allowed inside the enclosed sites.

**REGISTRATION**

**Registration process**

Registration takes place on **6 and 7 Apr. 2017** between **08:00 and 18:00**, details of the venue will be given through closer to the time. You may assemble your stall until **21:00 on 7 Apr. 2017**, after which it becomes a security restricted area. At registration you will receive 2 x *Rivierbuurt* entrance wristbands (if your stall is situated within the *Rivierbuurt*), a delivery sticker for one vehicle, a parking permit for one vehicle and your official stall permit. This permit contains your stand number and a list of products that you may sell. This permit must be visible in your stall at all times. Should you fail to register at the abovementioned time, you will lose your money and the stall space(s) in question. The KKNK will then have the right to lease it to someone else.

**Terms and conditions**

During registration all stall holders have to sign and submit a legal document containing the terms and conditions.

**PAYMENTS**

Only payments per direct bank deposit will be accepted. Please do not include any cheques or cash with you application. However, you have to include a copy of proof of payment for your registration fee.

**Banking details**

All monies owed must be deposited directly into the following account: **Bank:** Absa; **Account name:** Kunste Onbeperk; **Account #:** 406 333 5414; **Branch code:** 632 005; **Reference:** Your stall name.

**Payment of stall costs and electricity**

A 50% payment of stall fees are required by the **6 Jan. 2017** and the last payment on or before the due date of **10 Feb. 2017**. You will receive an invoice from the KKNK, please write the reference number you get on your invoice on your deposit slip. Fax proof of payment to **086 617 9498** for the attention of the Sales Coordinator.

**Late payments**

All stallholders that have not paid the 50% stall fees on or before the **6 Jan. 2017**, stalls space will be made available to the next applicant.

**Cancellation fee**

If you have paid for your stall and electricity and cancel within 30 days of the festival (**9 Mar. 2017**), a cancellation fee of **50%** of the total amount plus VAT will be deducted. If you cancel within 21 days prior to the festival (**18 Mar. 2017**), you will forfeit all monies paid. Requests for cancellation must be in writing and addressed to the Sales Coordinator for a decision by the KKNK management.

**Payment by unsuccessful applicants**

If your application is rejected, please do not deposit any money in any circumstances. Such a payment will not increase your chances of securing a stall. Refunds will only be processed upon receipt of a written request 30 days after the request is received and an administration fee of 10% plus VAT have been deducted from the amount.

**Request for refund**

Any refund that needs to be paid back to the stall holder for whatever reason (e.g. overpaid for stall space), need to apply for this in writing. The refund needs to be requested within two months after the festival completion otherwise the money will be donated to charity.

**TRAVEL AND ACCOMMODATION**

Please take note that no person will be allowed to overnight at any stall on any site. **TAKE NOTE:** This rule will be strictly enforced. Transgressors will be removed from the property. Stallholders are responsible for their own travel and accommodation arrangements. Direct enquiries to: [verblyf@kunste.org.za](mailto:verblyf@kunste.org.za) or tel. 044 203 8600. You can also book your accommodation online at [www.kknk.co.za](http://www.kknk.co.za). For your convenience, we include an accommodation booking form with this application form. Complete this form and fax it to 044 272 7773. Accommodation is payable within **five days** from making a reservation, but will be fully refunded if your application is unsuccessful.

**FINANCES AND PERSONNEL**

**Credit and debit card facilities**

Should you be interested in obtaining a credit/debit card machine, you can order it directly from Theodora Moulotas at 071 493 3690 or 044 803 3096 or e-mail [Theodora.moulotas@absa.co.za](mailto:Theodora.moulotas@absa.co.za). The deadline for ordering one is **28 Feb. 2017**.

**Personnel**

The KKNK has a personnel database which is at the disposal of stall holders. This database has been compiled from applications received in the run-up to the 2017 festival. **TAKE NOTE:** The KKNK is only able to assist you with the names and contact details of potential personnel. You are responsible for appointing and remunerating them as well as adhering to the Labour Act. The KKNK accepts no responsibility and / or claims which may result from this. Direct your enquiries to KKNK at telephone number 044 203 8600 or email to [info@kknk.co.za](mailto:info@kknk.co.za).

**Domicile citandi**

You, the applicant, hereby choose that your legal (domicile) address is the physical address as indicated on the application form. This address will be used for serving all dockets and notifications.

CHECKLIST (FOR PERSONAL USE) Make sure that all the relevant documentation is attached.	
Have you completed your application form in full and signed it? (Make sure you have initialled all the pages)	
Did you complete a separate form if applying for a second stall?	
Did you pay the R300 administration fee and attach the proof of payment?	
Did you include visual material of your products with your application, even if you have exhibited before?	
Did you attach all slogans/wording and designs on the products you aim to use?	
Did you include proof of residence?	
Did you attach a copy of your ID document or Workers Permit?	
Did you attach a copy of a valid certificate of acceptability for food?	
Did you include copies of all relevant licences or permits?	
Did you make a copy of the application form for personal use?	
ADDRESS FOR DELIVERY	
No faxed/e-mailed applications will be considered. You can also apply online at <a href="http://www.kknk.co.za">www.kknk.co.za</a> . Mail or courier your application forms to:	
<b>Mail</b> KKNK Markets PO Box 1341 Oudtshoorn 6620	<b>Courier</b> KKNK Markets 3rd Floor Seppie Greeff Building Voortrekker Road Oudtshoorn
ENQUIRIES	
Direct your enquiries during office hours to:	
<b>Francisca Deck</b> Sales Coordinator Tel: 044 203 8613 Fax: 086 617 9498 E-mail: <a href="mailto:francisca@kunste.org.za">francisca@kunste.org.za</a>	
Site plans are available on <a href="http://www.kknk.co.za">www.kknk.co.za</a>	

# ACCOMMODATION BOOKING FORM



KLEIN KAROO  
NATIONAL  
ARTS FESTIVAL

8 – 15 April 2017

Name and surname					
Name of stall					
Postal address					
Telephone (day)					
Telephone (evening)					
Mobile phone					
Fax no.					
E-mail address					
ID no.					
Date of arrival					
Date of departure					
Number of nights					
Number of persons	Couples		Single		Total
Type of accommodation	Stallholder camping site	Hostel	School veld camp site	Private house	Private room in house
Option 1					
Option 2					

Tel no.: 044 203 8600

Fax no. : 086 208 0143

Email: verblyf@kunste.org.za