**Cape Town Carnival**

**14 March 2015**

**Stall Application Form**

**Date of Application**:

**Name of Applicant**:

**Name of stall / Business:**

**Number of staff who will be working at stall:**

**Contact details:**

**Cell phone number: Landline number:**

**Fax: E-mail:**

**Please list any previous Carnivals / events where you have exhibited:**

**Electrical requirements:**

***Please note there is limited power available. Priority will be given to self-sufficient stalls.***

***If you require power please specify exact power requirements. Electricity will be for the stall owner’s account.***

***Stalls will be strategically placed along the Fan Walk and according to gas or electricity operations.
(approx. R250 per 15amp plug point)***

**If you will be using any electrical requirements during the Carnival, please indicate all appliances you will be using, as well as what amount of *watts* each appliance uses (as indicated on the appliance):**

**If you are applying for a food stall, how will you prepare your food: Gas / Fire / Electricity/ None of the above? (LP gas is the preferred means of operation)**

**Will you be making use of your own generator? (If so, please state the size in kVa)
(Please note: Only silent generators will be allowed.)**

**Stall Structure:**

***All stalls must bring their own infrastructure.***

**Total size of your stall (Shop front x Depth) ?**

**\*Please Note: The size of your stall must include the full set-up that your stall infrastructure takes up when it is erected. E.g: Nose cone of your trailer/Caravan etc, anchoring ropes of your gazebo. Sand bags will be the recommended way to anchor your gazebo, as most of the fan walk is paved. You won’t be able to use pegs.**

**Structure used for exhibiting/trading: (Please tick below)**

|  |  |
| --- | --- |
| **Caravan** |  |
| **Motor - home** |  |
| **Gazebo / Tent** |  |
| **Trailer** |  |
| **Other:** |  |

**\*If you haven’t yet, please attach pictures of your stall setup and infrastructure with your application form**.

**Please note that the size & description of your stall is very important. If your stall is approved / selected for this event, your trading area will be marked out on a site map with the size you provided on this form.
Please ensure you include anything that uses space to avoid crisis on the day.**

**Hilltop Live cannot accept responsibility for wrong information provided. Hilltop Live reserves the right to refuse a stall owner trading space on the day, if setup & products are not as per information supplied on approved application form.**

**Products:**

**Cape Town Carnival would like to reflect South African products and culture, featuring Cape Town, but not exclusively. Hand-crafted merchandise, traditional food, CREATIVE ideas and colourful displays will be welcomed; the Carnival parade itself is a creative explosion of design, movement & music. Please provide detailed info about your product/s. Stall applications that lends itself to the Carnival concept will receive preference.**

***Please note that there will not be any water available on site. Water supply is each vendor’s own responsibility.***

**Please provide a detailed description of the product/s you will be selling at your stall (Food vendors: Please include your menu with selling prices, if you haven’t yet): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Food vendors: Do you have a valid health certificate:**

|  |  |
| --- | --- |
| **Yes** |  |
| **No** |  |

**If yes, please include a copy of the health certificate. (Please note that food vendors will not be allowed to trade without a health certificate)**

**Crafts / Flea market vendors: Mass-produced imported toys and such items will not receive preference.**

**Please note: Applications with faulty information and descriptions, without proper documents or photographs will not be considered.**

**General information:**

1. **Date**: The Ct Carnival takes place on Saturday 14 March 2015.
2. **Venue:** Fan Walk
3. **Set up time**: All Stalls are to start setting up at 11am, ready for inspection at 1pm.
4. **Strike time:** Stalls must be packed up and gone by midnight (12’o clock) on Sat 14 March.
5. **Trading hours:** Saturday 14 March 14H00 – 23h00. Please Note that it is expected by Carnival organisers that all stalls will trade continuously throughout the duration of the event. Stalls that run out of stock will be expected to replenish and continue to trade. Even if sold out, stalls are to be attended by sales staff until 22h00. Please plan for large quantities as 30 000+ visitors are expected for the day.
6. Cool drinks, water & liquor will strictly only be sold by an exclusive event beverage Sponsor. No vendor will be allowed to sell cold beverages, nor any items which were not approved by the Cape Town Carnival Stalls Coordinator. Coffee and hot drinks are allowed to be sold.
7. All stall applications will be assessed individually and selections will be communicated directly to each stall. Unsuccessful applicants will be informed. Hilltop Live reserves the right to limit traders per category to allow for successful trading of the selected applicants.
8. Stand rental fee per stall will be requested at the time of selection and will guarantee successful applications**.**
9. **Price Card Indicator (Final price per stall will be confirmed with selection & exclusivity arrangements will influence pricing)**
	* 3m x 3m stall area (full meals) at R600
	* 3m x 3m stall area (smaller snack type stalls) at R300
	* 3m x 3m stall area (merchandise traders) R450
	* Electricity supply at R250 per 15amp plug per stall (no multi-plugs allowed)

**Please mail the completed application form to Langa Mancunga at langa@hilltoplive.co.za or fax to 0866140888 by 23 January 2015.**

Thank you. Looking forward to a mutually beneficial Carnival.