



**Stall Enquiries:**  
***Martie Pelser***



072 6999 255



stalletjies@koedoepees.co.za

## **Koedoepees Exhibitor Application Form**

### **General Terms and Conditions (Page 1 - 3)**

**Exhibition Dates:** 13 & 14 June 2025

**Closing Date for Entry Forms:** Wednesday, 05 June 2025

**Festival Gate Access Fees:** Free

#### **Selection & Approval Process:**

To give all exhibitors a fair chance and to prevent overlap of products (duplicate stalls), all stalls are subject to prior approval. After the submission of the entry forms, each stall will be contacted in this regard.

Food stalls must also comply with local as well as any other applicable legislation and health and Covid-19 regulations. Food exhibitors who use gas, electricity, fire, or any other cooking method must provide their own fire extinguishers and make provision for cooling equipment for perishable products. All food stalls using any type of oil fryers must have a fire blanket.

#### **Power Outlet:**

A power outlet is available at an **additional cost of R100** for the 2 days, but must be specified and confirmed in advance. Own extension cords and "multi-plugs" must be provided. **Please note:** No 3-phase power outlets are provided. **A limited number of power outlets are available.** Please book your stall and specify your power outlet early to avoid disappointment.

#### **Exhibition Hours:**

The Koedoepees officially opens on Friday, 13 June 2025 at 11:00. Exhibitors can register their stalls on Friday, 13 June 2025, between 8:00 and 10:00. The stalls must be set up and ready by 10:45. No stalls are allowed to cease trading without permission from the Organizers before 15:00 on 13 June 2025 and 13:00 on 14 June 2025. Please specify on the "Personal Details" form if you prefer to exhibit only on one of the two days. The exhibition fees will remain unchanged.

The stalls may not conduct sales on Sunday, 15 June 2025. There will only be a church service in the Church Building to conclude the Festival.

No persons are allowed to stay overnight on the premises without authorization.

Exhibitors are responsible for the cleanliness of their stalls and are kindly requested to ensure that the exhibition space is tidy and cleaned up before leaving the festival grounds.

**Stall Placement and Payment:**

**Stall Cost:** R200 per stall (3mx3m).

The organizers reserve the right to approve or reject applications. Exhibitor approval is granted once the 50% deposit has been made. Stall placements are confirmed once the full payment has been received. If the full stall fee is not received before the festival, the exhibition space will be made available to another exhibitor.

The full exhibitor fee is due by 05 June 2025. If you cancel the exhibition space, a 30% cancellation fee will be charged. No refunds will be given if the exhibition space is canceled after 05 June 2025.

**The banking details are as follows:**

NG Koedoeskop  
ABSA Cheque Account: 1580580064  
Branch: 632 005  
Ref: "Stalletjie" + Name  
Send proof of payment to [stalletjies@koedoefees.co.za](mailto:stalletjies@koedoefees.co.za)

**Exhibition Space:**

The stalls are 3mx3m in size. If you require a larger stall, please feel free to contact us. You must provide your own gazebo, floor covering, tables, and chairs.

**Vehicles:**

All vehicles that are not part of your exhibition must be removed from the festival grounds by 10:45 on Friday, 13 June 2025. Trailers must be part of the stall or removed to the parking area. No vehicles will be allowed on the site, without permission. Please ensure all vehicles are parked in the designated parking area.

**Security:**

The Koedoefees grounds and Koedoeskop Gemeenskapskerk (NG Koedoeskop) are closed in the evenings, and no unauthorized persons are allowed on the premises. Security personnel patrol the area ad hoc. No liability for any losses or damages will be accepted.

**Accommodation:**

Exhibitors are responsible for their own travel, accommodation arrangements, and costs.

**Breach:**

If any exhibitor breaches any condition or is guilty of misconduct, the organizers will be entitled to request the exhibitor to remove any items, stop or perform any actions, activities, or behaviors, or comply with any rule, request, or instruction. The exhibitor may be requested to immediately vacate the premises and stall, or it may be cleared. The exhibitor will also forfeit any benefits and/or payments, and the organizers may confiscate any prohibited items. The exhibitor may also be denied registration for future events.

**Stall Finances:**

Each exhibitor is responsible for their own cash/card facilities. An ATM is available at Obaro in Koedoeskop.

**General:**

No items that may cause offense, whether in words or form, will be allowed.

**Disclaimer:****Exhibitors and Visitors to the Festival**

The Koedoefees held at the Koedoeskop Gemeenskapskerk (NG Koedoeskop) is entered at your own risk and subject to the Rules of the Organizers and Koedoeskop Gemeenskapskerk (NG Koedoeskop). The Organizers and Koedoeskop Gemeenskapskerk (NG Koedoeskop), the sponsors, as well as the management and staff, accept no liability for any damage, loss, death, and/or injury. The applicant indemnifies employees, the organizers, Koedoeskop Gemeenskapskerk (NG Koedoeskop), the sponsors, as well as the management and staff from any damage, loss, death, and/or injury. By entering the premises, consent is irrevocably granted that I/we, as parents/guardians, and duly authorized by any spouse, allow the minor to participate in all the activities of the Festival. The employees, organizers, Koedoeskop Gemeenskapskerk (NG Koedoeskop), the sponsors, and artists are indemnified and held harmless from any claim that I/we, or the minor, may have arising from, and incurred in any way, whether from entering, participating in activities, attending performances, visiting animals, or otherwise incurred in any other way, including loss or injury or death, and will hold the entities harmless. I/we are aware that animals may act unpredictably, regardless of whether they are trained, and must at all times be considered dangerous.


I/we are aware that there is no employment relationship between the exhibitors, artists, entertainment providers, the property owner, and the Organizers of the Festival. I/we/the minor enter the property and participate in activities at our own risk, and I accept this risk on behalf of myself/ourselves and the minor/s. I therefore agree to any potential harm and am aware that I/we, the minor/s, may suffer damage, loss, or injury, as well as loss of life, from participation in activities and/or entry onto the property. I/we are familiar with the consequences of this waiver, understand it, and do so of my/our own free will and without any influence or persuasion. The applicant will take out their own liability insurance and be responsible for it. Copies of the insurance will be provided to the Organizers. The Organizers reserve the right to amend the Terms and Conditions at any time without notice.

Please note that by signing the application, the applicant confirms that they are familiar with the terms and conditions and accept them. All completed applications, along with the page, must be properly signed and emailed back to [stalletjies@koedoefees.co.za](mailto:stalletjies@koedoefees.co.za).

**Please Note:** Please do not send back the Terms and Conditions (Pages 1 - 3). Only send back Page 4.

Please read the General Terms and Conditions before completing this form, and pay special attention to the disclaimer.

## PERSONAL DETAILS OF CONTACT PERSON (EXHIBITOR)

<b>Full Name and Surname:</b>					
<b>ID Nr:</b>					
<b>Name of Business:</b>					
<b>Product Description:</b> <i>A complete list of goods you are offering for sale must be provided. If the space is insufficient, please attach a separate list. (Please include photos.)</i>					
<b>Attention all Food Stalls:</b> <i>Please provide a full description of your menu: (Food and beverages)</i>					
<b>Contact Details:</b>	<b>Cellphone:</b>		<b>Email:</b>		
<b>Uitstalruimte:</b>	Please mark the exhibition space you require with an X. Unfortunately, we cannot provide half a table and half a floor space to an exhibitor. We will do our best to accommodate requests, but we reserve the right to allocate exhibition space and areas at our discretion. <i>Exhibition fees are payable in advance into the Church's account.</i> If you require a larger exhibition space (larger than 2 tables), please contact Martie at 072 6999 255. NG Koedoeskop   ABSA Cheque Acc: 1580580064   Branch: 632 005   Ref: 'Stalletjie + Name'				
	<b>3x3 meters R200.00</b>		<b>Larger (Contact us)</b>		
<b>Other requests:</b> <i>Mark with an X</i>	Power outlet	<input type="checkbox"/>	Other	<input type="checkbox"/>	
	<i>Specify Other</i>				
Have you exhibited at a Koedoefees before? <i>If yes, which year(s)?</i>					
<b>Cost Breakdown:</b>	<b>ITEM</b>	<b>Qty</b>	<b>AMOUNT</b>	<b>TOTAL</b>	
	Exhibition fees (3m x 3m)		R 200.00		
	Power Outlet		R 100.00		
	OTHER:				
	<b>TOTAL:</b>				

I hereby declare that I have read, understood, and accepted the terms and conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date