



**THE CONSTANTIA GIFT FAIR 2023 will be held at The Baxter Theatre in Rondebosch.**

**Applications are open from 01 May to 30 June 2023 and all applicants will be notified before 31 July 2023.**

The opening times are as follows:

1 <sup>st</sup> November & 2 <sup>nd</sup> November (Wed & Thurs)	: 09h00 – 17h00
3 <sup>rd</sup> November (Fri)	: 09h00 - 20h00 (late night trading)
4 <sup>th</sup> & 5 <sup>th</sup> November (Sat & Sun)	: 09:00 – 17:00

**\*\* Food & Wine area to remain open until 21h00 on Friday 3<sup>rd</sup> November\*\***

## **EXHIBITOR OPTIONS**

### **RETAIL EXHIBITOR**

- Upfront Exhibitor Fee payable for exhibition space: fee is calculated based on square meters
- 12 % commission calculated on Total Sales is payable on closing of the event – **each exhibitor is to complete the google online turnover form by 20h00 on Sunday 6 November**
- Retail Exhibitors are responsible for sales at the stand and must ensure the stand is manned at all times.
- Please ensure you have facility at your stand for customers to make payment by credit/debit card, Snapscan/Zapper or any other online device. Please ensure you order a plugpoint for your stand to charge any devices.
- Retail Exhibitors are responsible for styling the stand, ie, bringing in your own display furniture and stands. We encourage you to bring attractive furniture pieces to add to the appeal of your stand to passing shoppers.
- Each exhibitor is required to bring their own electrical extension cables but plug points will be provided if you have ordered them on your application submission.

- Please ensure you order the correct number of plug-points for your stand.

To apply to exhibit as a retail exhibitor, please complete the online **Retail Exhibitor Application** (available online [www.thegiftfair.co.za](http://www.thegiftfair.co.za)).

<b>4m2</b>	<b>R2650</b>	<b>12% commission</b>
<b>6m2</b>	<b>R3500</b>	<b>12% commission</b>
<b>9m2</b>	<b>R4300</b>	<b>12% commission</b>
<b>12m2</b>	<b>R5100</b>	<b>12% commission</b>
<b>18m2</b>	<b>R7600</b>	<b>12% commission</b>

### **CONSIGNMENT EXHIBITOR**

- Upfront registration fee of R695 for a half trestle table space (0.9m x 0.9m), one table space (1.8m x 0.9m) or floor space of 1.8m x 0.90m
- Additional spaces will be charged at R695 per 1.8m x 0.9m floor space or table space, or pro rata for space required.
- All items are marked up at our standard 35% on exhibitor cost price. A consignment stock sheet **MUST** be completed with **BOTH** the exhibitor cost price and the retail selling price (which includes the 35% mark-up).
- All stock in the consignment section goes through one central till-point system. We provide you with bar-coded labels or can add your own bar-coded labels to our system. You are not required to be at the event to sell your stock.
- Consignment Exhibitors are required to set up and display their stock on Tuesday 31<sup>st</sup> October. Please be as creative as possible with display to ensure your products look as appealing as possible for shoppers. Height and interesting display furniture/stands are effective in creating a beautiful display.

**LABELS NEED TO BE EMAILED BEFORE TUESDAY 14<sup>th</sup> SEPTEMBER 2023. PLEASE ENSURE YOU PROVIDE CORRECT PRICING ON THE STOCK SHEET SUBMITTED.**

**No labels can be printed the week prior to the event. Additional labels can be printed during the event if required.**

To apply to exhibit as a consignment exhibitor, please complete the online **Consignment Exhibitor Application** (available online [www.thegiftfair.co.za](http://www.thegiftfair.co.za)).

## FOOD & BEVERAGE EXHIBITOR

- Upfront Exhibitor Fee payable for exhibition space: fee is calculated based on square meters

4m2	R2650	10%
6m2	R3500	10%
9m2	R4300	10%

- 10% of Total Sales commission payable on closing of the event. **Each exhibitor is to complete the online google turnover form before 20h00 on Sunday 6 November.**
- Food & Beverage Exhibitors are responsible for sales at the stand and must ensure the stand is manned at all times.
- We would like to encourage each food exhibitor to create or offer their signature dish/es for this event and give us an indication of what that will be by Monday 2<sup>nd</sup> October 2023 so as to ensure that we have a wonderful selection for our visitors.
- Please note that there is **no gas allowed at the venue** as stipulated by the fire department. **Please give full details of the electrical equipment you will be using so we will have adequate power to your area. PLEASE ensure you ORDER adequate plug-points on the application form.**
- Please ensure you have facility at your stand for customers to make payment by credit/debit card, snapscan or zapper.
- Please ensure you are creative with your stand space to create an appealing space.
- Each exhibitor is required to bring their own electrical extension cables but plug points will be provided if you have ordered them.
- Please ensure you order the correct number of plug-points for your stand and that you order any ice (on the application form) that you anticipate needing over the 5 days.

All vendors that will handle food must produce a **VALID R638 Certificate of Acceptability (COA) HEALTH CLEARANCE CERTIFICATE** and must comply with the Health Act 63, 1977. Please can you attach these with your application. The old R962 certificates will not be accepted this year as per regulations passed by The City of Cape Town Community Services & Health Directorate.

## **SECURITY**

We will have 24 hour security on the premises from setup to pack up.

Although we do our utmost to make sure that all possible measures are taken in terms of security, The Gift Fair does not take responsibility for any losses during the show – hence the importance of ensuring you have adequate staff assisting and that your stand is manned at all times.

## **ENQUIRIES**

Should you have any enquiries, please contact Carryn Wiltshire on 066 286 9047 or [info@thegiffair.co.za](mailto:info@thegiffair.co.za).

We thank you in advance for your time and effort in preparing all the necessary information for us. Please be patient with our response on your application – all applications will be processed by 31 July 2023.