



**THE GIFT FAIR 2025 will again be hosted at
The Baxter Theatre in Rondebosch**

***Applications are open from 01 May to 30 June 2025 and all successful applicants
will be notified before 31 July 2025.***

OPERATIONAL HOURS:

29th of Oct & 30th of Oct (Wed & Thurs) : 09h00 – 17h00
31st of Oct (Fri) : 09h00 – 20h00 (late night trading)
1st of Nov & 2nd of Nov (Sat & Sun) : 09h00 – 17h00

**** Food & Wine area to remain open until 21h00 on Friday the 31st of October****

PLEASE NOTE:

All of the prices indicated in this Information Letter and on the Exhibitor Application Forms (*Including: Stand Space, Electrical Requirements & Additional Requirements*) are quoted **excluding VAT**.

EXHIBITOR OPTIONS:

– RETAIL EXHIBITOR

- An upfront Exhibitor Fee is payable for all Retail Exhibition space: the fee is calculated based on your square meter requirements.
- 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 the 2nd of November 2025***
- Retail Exhibitors are responsible for sales at the stand and must ensure that their 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 make sure to order a plug point for your stand (*included on the application form*) 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 to use with the plug points ordered on your application form.
- 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 Form** (available online at www.thegiftfair.co.za).

RETAIL EXHIBITION STAND COSTS:

Stand Size	Stand Cost (<i>excl. VAT</i>)	Sales Commission
4m ²	R 2 950	12% Commission payable on sales
6m ²	R 3 850	12% Commission payable on sales
9m ²	R 4 750	12% Commission payable on sales
12m ²	R 5 300	12% Commission payable on sales
18m ²	R 8 500	12% Commission payable on sales

– CONSIGNMENT EXHIBITOR

- An upfront Registration Fee of R 695 (*excl. VAT*) is payable for a half trestle table space (0.9m x 0.9m), one table space (1.8m x 0.9m), or floor display space (1.8m x 0.90m).
- Additional spaces will be charged at R 695 (*excl. VAT*) per 1.8m x 0.9m floor space or table space, or pro-rata for the additional 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 the 28th of October 2025. 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 FRIDAY THE 12TH OF SEPTEMBER 2025. 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).

- FOOD & BEVERAGE EXHIBITOR

- An upfront Exhibitor Fee is payable for all Food & Beverage Exhibition space: the fee is calculated based on your square meter requirements.

FOOD & BEVERAGE EXHIBITION STAND COSTS:

Stand Size	Stand Cost (excl. VAT)	Sales Commission
4m ²	R 2 800	10% Commission payable on sales
9m ²	R 4 500	10% Commission payable on sales
16m ²	R 6 800	10% Commission payable on sales

- 10% 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 the 2nd of November 2025**
- Food & Beverage Exhibitors are responsible for sales at the stand and must ensure that their 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 Wednesday the 1st of October 2025 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 provide us with the full details of the electrical equipment you will be using to ensure adequate power supply to your exhibition space.**
 - **PLEASE ensure you ORDER a sufficient number of plug points when completing your application form, to avoid overloading the system.**
- Please ensure that you have facility at your stand for customers to make payment by credit / debit card, SnapScan / Zapper or any other online device.
- Please endeavour to be super creative with your stand in order to create an appealing space.
- Each exhibitor is required to bring their own electrical extension cables to use with the plug points ordered on your application form.
- Please ensure you order the correct number of plug points for your stand.
- Please ensure you order a sufficient amount of ice (*included 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 enough staff assisting you and that your stand is manned at all times during the operational hours.

ENQUIRIES:

Should you have any enquiries, please contact **Carryn Wiltshire** on +27 (0)66 286 9047 or info@thegiftfair.co.za.

We thank you in advance for your time and effort in preparing all the necessary information for us. All applications will be reviewed, following which **successful applicants** will be notified in writing, following the closure for submissions at the end of June 2025.

Should you not have received written confirmation by the end of July 2025, please consider your application as unsuccessful.