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PHILLYSGAMES 2019

**PHILLY'S
GAMES**

OFF SEASON TOURNAMENT



**VENDOR REGISTRATION
FORMS AND RULES**

**MORE INFO PLEASE CONTACT: 082 923 6944
YOU CAN ALSO WATS APP**



FESTIVAL STALL APPLICATION FORM

NB: Exhibitors/Stallholders will not be allowed entrance to the tournament premises unless full payment of stall fees have been received by the organisers by the due date of Thursday 28 November 2019

1. CASH FLOATS

- ❖ Exhibitors/Stallholders are reminded to make own arrangements regarding sufficient cash floats

2. BOOKING OF STALLS

- ❖ The Stall Application Form together with this document serves as a legal contract.
- ❖ Exhibitors/Stallholders must pay the full amount due upon receipt of approval of application from the organisers and by no later than the due date.
- ❖ No stall will be allocated or confirmed by the organisers without receipt of proof of payment by the due date.
- ❖ The organisers reserve the right to allocate all stalls and to re-allocate unpaid stands.
- ❖ The organisers reserve the right to reject any stall application without reason.
- ❖ Stall holders may be required to send photos depicting the intended product. Alternatively a Website address which has the relevant information can be provided.

3. CANCELLATION OF STALLS

- ❖ The cancellation and refund for a stall (for which payment has been received) will only be accepted by the organisers prior to Thursday 28 November 2019, and only if it's done in writing. Once this has been received (before the cut-off date), the stall holder will receive an 80% refund, with the remaining 20% being a non-refundable cancellation fee. Any cancellation after this date, will result in a 100% cancellation fee.
- ❖ No refund will be made to Exhibitors/Stallholders if the festival is disrupted by an uncontrollable act/ incident.

4. GENERAL STALL GUIDELINES

4.1 Lifestyle and food stalls

- ❖ Lifestyle and food stalls are in the open and stallholders must therefore provide upmarket quality gazebos or covered facilities to ensure that business can be conducted in any weather condition.
- ❖ No army tents will be allowed.
- ❖ Stallholders must provide quality tables, tablecloths, décor, extension cables, fridges, etc. to present a hygienic and upmarket image. The Tournament organisers provide only the stall location
- ❖ Stalls must be cleared daily.

4.2 All Stall Holders

- ❖ All stalls must open for business and be manned by 08:00 daily on all tournament days.
- ❖ Space is limited due to demand for stalls. Stall size, as indicated on application form, will therefore be strictly maintained.
- ❖ Where an Exhibitor/Stallholder applies for a stall size larger than the sizes indicated on the Stall Application Form, the stand will be charged in accordance with the stand size required.

5. EXHIBITOR/STALLHOLDER PARKING

- ❖ Vehicles may not park at any of the stall areas unless they are used to conduct business.
- ❖ Vehicles may offload at the entrances to the Tournament. Once offloaded, all vehicles must be moved to the designated Exhibitor/Stallholder parking area by no later than 7:00am, failing which vehicles will be impounded.
- ❖ Vehicles may not be driven on the festival premises from 07:00 until 18:00
- ❖ Strictly one (1) vehicle, or vehicle plus trailer, or vehicle plus caravan will be allowed entrance to the Tournament premises.
- ❖ A vehicle entrance voucher will be issued to each approved Exhibitor/Stallholder which must be displayed at all times to allow entrance to the tournament premises, failure to display the vehicle entrance voucher will deny entrance to the Tournament premises.
- ❖ MOBILE FOOD WARMER OF CARAVAN WILL BE CHARGED MORE because of space constraints, 3m x 3m gazebo and caravan or mobile it equals to 2 spaces. And please note that THEY ARE NOT ALLOWED AT STADIUMS on 29th & 30th December 2019, Vendors should make other alternatives.

6. HYGIENE GUIDELINES FOR STALLS

- ❖ Inspection of stall neatness and hygiene will be done regularly by a representative of the Ekurhuleni Municipality.
- ❖ Local Government Certificate of Acceptability for Food Premises in terms of R918 of the Health Act must be submitted with application, failing which the stall application will not be considered.
- ❖ The Health Act Certificate must be displayed at all times at the approved food stall.
- ❖ All food handlers must be trained sufficiently in the safe and hygienic handling of food.
- ❖ All food handlers must wear adequate 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.
- ❖ A container with clean water and soap must be present for regular hand washing. Appropriate dustbin with tight closable lid and waste bag must be kept in the stall.
- ❖ In the event of dusty ground surfaces, the stall 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.
- ❖ A 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.

7. CODE OF CONDUCT

The organisers reserve the right to confiscate all stall holder's products and goods 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 on the tournament premises during or after tournament trading hours.
- ❖ 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 placed in noise-sensitive areas and prescribed noise levels have to be strictly maintained.
- ❖ No animals allowed.
- ❖ Has own infrastructure that does not comply with the standards set by the organisers.
- ❖ Fails to provide a fire extinguisher (where applicable) in good working condition.
- ❖ 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.
- ❖ Roams with products without permission.
- ❖ Obstructs walking areas with products or exhibition material.
- ❖ Sub-leases the stall. Stalls may not be shared by two or more exhibitors
- ❖ Is in debt with the Philly's Games
- ❖ Does not abide by the rules of erecting a stall.
- ❖ Does not keep to the trading hours.
- ❖ Commits any criminal offence.
- ❖ Is found selling bottled drinks or sponsor conflicting products you will be dismissed with immediate effect.

8. FIRST AID

- ❖ A paramedic team will be available on site or on call at the tournament premises.

9. INSURANCE

- ❖ The organisers are not responsible for the insurance of Exhibitors/Stallholders' goods. It is in the interest of stall holders and Exhibitors/Stallholders to make sure that they are covered by their own Public Liability Insurance during the tournament

10. SECURITY

- ❖ The organisers will provide security from the beginning of build up until the end of break down 7am till 6pm
- ❖ Stalls must be cleared daily after all games vendors must pack up their stalls .
- ❖ It must be stressed that neither the organisers nor the security service provider for the tournament premises can be held responsible for any loss or damage to Exhibitors/Stallholders' property.

11. COOLING AND STORAGE

- ❖ The Organisers do not provide any cooling, refrigeration and storage facilities for any Exhibitor/Stallholder products.
- ❖ Exhibitors/Stallholders must provide their own equipment if this service is required.

12. GENERAL GUIDELINES

- ❖ Successful applicants also undertake and confirm to accept that they will be satisfied with stall placement, as decided upon by the Philly's Games from time to time.
- ❖ Stall holders who leave early will not be considered for participation again.
- ❖ Stalls are not allowed to sell trademarked products e.g. Nike, Adidas etc. without the necessary documentation from the trademark holder.
- ❖ Any stall selling music needs SAMRO registration. Arrangements for a license should be made with SAMRO. Attach a copy of the licence to the Philly's Games application form.
- ❖ Vendor stalls can only be used to sell food and beverages anything that falls out of this category will be billed accordingly.

13. EXHIBITOR/STALLHOLDER IDENTIFICATION/VENDOR CARDS

- ❖ Organisers will provide wrist bands on the 29th and 30th of December only.
PLEASE NOTE VENDORS MUST KEEP VENDOR CARDS VISIBLE AT ALL TIMES





14. LIABILITY

- ❖ The organisers accept no responsibility whatsoever for any loss of goods, damage to property or injury to any Exhibitor/Stallholder attending the Philly's Games.

15. APPLICANT SIGNATURE

- ❖ The applicant's signature on the Stall Application Form serves as confirmation that the applicant has read and accepted the Exhibitor / Stallholder Guidelines and will abide by the rules and regulations contained herein.

Application for Stall

Your Name:		ID No:	
Business Name:		Phone:	
Address:		Email:	
Please provide your Website and Facebook address if applicable:		WEB:	
		Facebook:	
Please indicate which match days you will be available (please tick in the box) :			
<p>IVORY PARK EXT 8 MATCH DAY 1-3</p> 	<p>ESANGWENI GROUNDS MATCH DAY 4-6</p> 	<p>PHOMOLONG MATCH DAY 7-8</p> 	<p>ESIQONGWENI GROUNDS MATCH DAY 9-11</p> 
How can you help advertise the Philly's Games ?			
What are the safety risks to the public, yourself or possible damage to the venues from your stall and how are you going to address those hazards?			
Each person manning your stall needs an access pass to enter festival grounds - How many do you need ?			
Please provide two mobile phone contacts for the day of the event	Name:	Name:	
	Mobile:	Mobile:	

Sites available and site fees:

DESCRIPTION:	POWER:	SIZE:	COST:	Number Required
Standard site	Not available	Up to 3M X 3M	R 2000	

The Philly's Games are not responsible for any damage, injury, loss or theft as a result, either by direct or indirect participation in the Philly's games 2019. If the by laws of the Philly's Games are not adhered to, NO WARNING WILL BE ISSUED, ITS STRAIGHT DISMISSAL AND NO REFUND WILL BE ISSUED.

Statement of Indemnity

I _____ of _____
 (Insert name) (Insert business name or address)

Hereby agree to indemnify and keep indemnified the Philly's Games, its servants and agents from and against all actions, claims, charges, expenses whatsoever, which may be brought or made against them arising out of or in connection with the activity.
 I understand that there are no refunds on cancellation after payment has been accepted.

I HAVE READ, INITIALED AND UNDERSTOOD THE GENERAL INFORMATION AND RULES ON PAGES 2-6

Signed _____ Dated ___/___/___

ID no _____

- * A Site fee invoice will be sent to you with acceptance of your application and is payable immediately to confirm your site.
- * Please retain a copy of this application for you records.

Account details
Account holder: Philly's Games
Bank: FNB
Account number: 62113182167
Reference: Your Organisation's Name

Please email this Vendor form and rules along with any required attachments to:

festivalstalls@phillysgames.co.za