

PROTEA HEIGHTS WINTER MARKET INFORMATION

DATE:	27 June to 2 July 2022	
TIME:	Monday to Friday	10:00 to 19:00
	Saturday	09:30 to 15:00
PLACE:	Dutch Reformed Church Protea Heights, 75 Heuwel Street, Brackenfell	
SET UP:	Sunday, 26 June 2022 (16:00 – 19:00)	
PACK UP:	Saturday, 2 July 2022 (15:15 – 17:00 – No exceptions)	

SELECTION

We will look at the following criteria for products at our Winter market:

- Good quality and neat workmanship,
- Reasonable pricing,
- Original and creative products,
- Visual impact with the display of your products is very important.

IMPORTANT INFORMATION:

APPLICATION CLOSING DATE	Tuesday, 19 April 2022
APPLICATION SUCCESSFUL	Exhibitors will be notified by email on 3 May 2022 whether their application was successful.
REGISTRATION PAYMENT	Payments to be made before 31 May 2022. Reference number as listed on invoice.
FEES FOR SPACES	Full Table – 1.8m x 0.75m – R500 Full Table against wall – 1.8 x 0.75m – R520 Half Table – 0.9m x 0.75m – R300 Stands / Floorspace – 0.9m x 0.75m – R450 Steps on stage – 1.1m x 2m – R600 Fridge space – one shelf - 0.43m x 0.55m x 0.3m – R350 COMMISSION - A 16% commission is charged at the end of the market. (The commission must already be included in your pricing.)
MARKETING	The church will do the following to promote the market: <ul style="list-style-type: none"> • During the market exhibitors' photos/videos will be shared on the market's social media page on Facebook. • The church will also "boost" general posts and adverts about the market in the surrounding area. • We provide exhibitors with jpg's which can be shared on their social media pages. • The Church sends emails to the community and advertises on local radio stations and at schools. • Posters are displayed in streets.

BARCODE LIST	Before 9 May 2022 Barcodes entered on the prescribed Excel document. No scanned or pdf documents.
BARCODES PRINTING	From 1 June 2022 <ol style="list-style-type: none"> 1. Barcodes will be emailed to exhibitors in pdf format, make sure it is correct please. 2. Exhibitors receive the first 5 pages (320 stickers) at no cost - barcodes must be collected at Print Pro (11 Protea Rd, Protea Height, 7560). 3. If more barcodes are needed, exhibitors can order from Print Pro and pay when they collect their barcodes. print@printpro.co.za 4. If barcodes have to be couriered (at your own expense), please email markte@proteahoogte.co.za for further arrangements.
EXHIBITOR BANKING DETAILS	ONLY BANK CONFIRMATION LETTERS ARE ACCEPTED For security, we will only accept bank confirmation letters to confirm your banking details. Should banking details change after your application has been submitted, please personally deliver your new bank confirmation letter at the office. NO EMAILS will be accepted for banking detail changes.
BANKING DETAILS OF CHURCH	NG Kerk Brackenfell-Proteahoogte Bank: ABSA Type: Cheque, Branch: 632005 Account Number: 1002701266
SPACES/TABLES	<ol style="list-style-type: none"> 1. Adequate stock must be maintained at all times during the market. 2. Your Table must be neat and visually attractive. 3. Own tablecloths must be provided.
PRODUCTS	<ol style="list-style-type: none"> 1. Only items that have been approved may be displayed. 2. Prices may not change during the market. 3. All products must be marked before the market starts. Unmarked products will be removed from the table.
FOOD PRODUCTS	All packaged food products - take note of the label requirements: <ol style="list-style-type: none"> 1. Name and address of supplier 2. Expiration date 3. List of ingredients Perishable products (e.g. pastries) must be displayed in a refrigerator to keep products fresh.
SERVICE	Exhibitors must do 4 hours of service during the market or pay a fee of R200 to appoint supervisors.
SALES	Market sales can be monitored during the market on the internet. Printouts are made available on pack up day.
STOCK REFILL	Mondays to Fridays from 09h00 to 09h50 and Saturdays from 08h00 to 09h20. Exhibitors are responsible for replenishing stock during the times indicated above. No refilling during market times.
COVID PROTOCOL	If the market has to be canceled due to unforeseen circumstances, the church will not be held responsible for the loss of any possible income you have earned from the market.