



Burnwood Secondary School

A Class of Distinction

P.O. Box 19275
Dormerton
4015

www.burnwood.co.za
www.twitter.com/burnwoodschoo
burnwood@afrihost.co.za

Tel : (031) 208 6842
Fax : (031) 208 0399



Burnwood Secondary



2017

Official Use Only

Approved: Yes No

Stall No.

ID Attached: Yes / No

Vendor Application Form

50th Year Anniversary Fair and Entertainment

Venue: Burnwood Secondary School

Date: Saturday 12 August 2017

Duration: 1pm to 10:30pm

Hello

Applications must be in latest by Friday, 4th August 2017. We need time for planning.

What is in this 6 page document?

1. Pages 1 to 4 are just your details, and various conditions.
2. Pages 5 and 6 are the Procedures for the Day

Further Points

All stalls will be under-cover. We have a massive Steel-Structure, where the event will be held.

There will also be entertainment to attract more visitors. Please visit to check.

For food stalls, please do use gas. This is preferred to prevent an overload on the electricity supply.

Upon approval, you will receive a COPY of this form, as your proof.

Please be advised that this is a school fundraiser, and we humbly ask for your support in the spirit of uplifting our school. We are trying our best to improve facilities and hence the quality of education for our children.

Please feel free to check on our website www.burnwood.co.za from the **Events** link for any possible changes or updates.

Let me take this opportunity to Thank You for your support! May your business continue to thrive!

V. Gokal

Principal



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Vendor Details

A. PERSONAL DETAILS

FULL NAME :			
STALL/BUSINESS NAME:			
STREET ADDRESS:			
SUBURB:	CITY:	POSTAL CODE:	PROVINCE:
TEL(HOME):		(WORK):	
(CELL):		EMAIL:	
Please submit a copy of your ID. with this application.			

B. INDEMINITY

I, (FULL NAME OF APPLICANT)
..... (ID NUMBER), hereby agree that Burnwood Secondary School Governing Body, Principal, Staff and volunteers shall be kept indemnified against all and any claims (including all expenses allied thereto) of whatever nature and howsoever arising out of Burnwood Fair to be held on the date of the event.

CONDITIONS

1. Only approved paid up stall-holders shall be allowed to trade. You will be informed of such.
 2. Please bring your own table, chair/s etc. as these would be exactly what you would need.
 3. As far as possible, please use gas to heat, cook, etc.
 4. No musical cassettes, video tapes, dvds or cds or similar are to be sold at the fair
 5. No pellet guns, knives or stink bombs or any other dangerous items are to be sold at the fair.
 6. All food items must be strictly halaal.
 7. Right of admission reserved.
 8. We reserve the right to relocate stalls.
 9. No banners or tear drop standing banners are permitted in any of the aisles, only at your stand.
 10. Brochures/ handbills cannot be distributed from any area other than your stand.
 11. Sub-letting of stalls is not permitted. Booking must be done via the school.
 12. Stall holders cannot set up stalls in undesignated areas.
 13. Encroachment will result in items/ goods being removed.
- I/ We also undertake that I/ we will: -**
- a. Sell only the products listed in section D (below) and approved by the FAIR COMMITTEE & consistent with the conditions set above.
 - b. Pay the hiring cost of the stall and other auxiliary costs (e.g. Plug point, electricity, additional tables, etc) in advance.
 - c. Not claim any refunds in the event of me / us not being present at the stall allocated or in the event of me / us cancelling my application at any time prior to the fair.
 - d. Ensure that my stall is ready for business before 1pm on the afternoon of the 12th August 2017.
 - e. Ensure that all advertising material & other items pertaining to my / our stalls are displayed within the demarcated area of my stall. STRICTLY NO ENCROACHMENT on other stalls.
 - f. Ensure that my goods are removed by 11pm on 12 August 2017.
 - g. Not alter damage or deface the premises in any way.
 - h. Ensure that the demarcated area of my stall is left clean, tidy and in a sanitary condition that will not allow the accumulation of refuse in or outside the area of my stall.
 - i. Upon closure of my stall I / we will remove all refuse, etc.
 - j. Provide adequate cover to prevent goods being damaged due to rain/ dew.
 - k. Display the vehicle access permit supplied on my windscreen. Park my vehicle in the secured parking area at the school grounds.
 - l. Forfeit my money if I violate any conditions.



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Burnwood Secondary School Fair Committee will, prior, to and during the Fair inspect all stalls and reserves the right to request any person / s to leave the premises in the event of the stall holder / s carrying, displaying or advertising goods that are not listed in section D or whose behaviour in the opinion of the fair committee is unbecoming.

As this is a school Fund Raiser, we humbly ask for your support in assisting us. We will do our best to assist you as well.

C. MEMORANDUM OF UNDERSTANDING REGARDING THE ELECTRICITY SUPPLY PROVIDED.

- Basic lighting provided for purpose of safety and sale of goods only.
- **Strictly no sub-letting of electricity points or unauthorised use of electrical points.**
- Individual lighting requirements cannot be catered for.
- Plug points only provided on application in allocated areas.
- Appliances plugged at own risk, management is not responsible for appliances / equipment, damage due to failure or trip-offs.
- Always be considerate when loading power points.
- Stalls cannot be loaded in the same way as a commercial premises, as electricity is limited and is to be utilised by all stall holders.
- Electricity supplied cannot be issued by the City Council/school for every individual need.
- Electrician placed on standby to repair any electrical faults encountered during the fair.
- Trip-off is always a possibility. To name a few causes : -
 - Load Shedding
 - Faulty appliance used
 - Overloading
 - Illegal wiring by stall holders
 - Council blackout
 - Mechanical damage to equipment and vandalising or tampering with electrical apparatus
- Possibilities to a power problem can never be ruled out, and the school cannot be held liable for damages.
- However, in the event of a power failure or trip-off, patience is requested as all power will be restored in the shortest time possible if it is within our jurisdiction.
- **Food stalls are advised to use gas appliances.**



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D. STALL DETAILS

	FOOD	NON FOOD
1. Type Of Goods (Tick)		
2. Description Of Goods		
3. (Specific Details)		
4. Electricity Required (Yes/ No) Not Applicable To Food Stalls		
5. No. Of 15 Amps Plugs Required		
<p>Stall holders are advised to use <u>gas appliances</u> as the organisers cannot be held responsible for faults due to overloading, faulty appliances and load shedding. <u>Strictly NO heavy duty appliances.</u> We reserve the right to charge electricity usage.</p>		
6. SPECIFY EQUIPMENT TO BE USED	1.	AMPS
	2.	AMPS
	3.	AMPS

Payment :

Please note that payment must be cleared by 5 August 2017 to secure space.

Stall amount	R500
Electricity usage	
TOTAL	
PAYMENT METHOD (TICK)	Cash <input type="checkbox"/> Pay directly at school Cheque <input type="checkbox"/> We will have to wait for cheque to clear EFT <input type="checkbox"/> Fax or email, deliver proof
RECEIPT NUMBER:	

 SIGNATURE OF STALL HOLDER Applicant

 DATE



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PROCEDURE FOR THE FAIR

Dear Vendors

Welcome! We appreciate and thank you for your support. We hope you have a successful and pleasant stay with us. Please take careful heed of the information below to ensure a successful afternoon.

1. SET UP TIMES – Saturday 12 August 2017

- Set up may be start in from 8:30am and be complete by 1pm (**NOT LATER**).
- You must use the stall number designated to you.
- Committee Members will be present to assist you.
- Please have personnel present **at all** times to ensure safety of your goods and belongings. Whilst strict security measures will be taken, the Burnwood Secondary School , School Governing Body, Fair Officials, Educators and learners will not be held responsible for any loss or damages to your goods.

2. PARKING

- There will be designated parking for vendors on the school grounds.
- Please note that only one vehicle per vendor is allowed, due to limited parking space.
- You will be given a VEHICLE ACCESS PERMIT.
- Vehicle Access Permits **MUST** be displayed on your windscreen when off-loading goods.

3. OVERNIGHT STORAGE

- Please don't leave your goods overnight.

4. ENCROACHMENT

- Please arrange your goods strictly within the demarcated area allocated to you.
- Under **no circumstances** will encroachment on the aisles be allowed. Your goods will be removed from the aisles by the Fair Patrols if you encroach.
- Please respect the space of other vendors.

5. RELOCATE

We reserve the right to relocate stalls if necessary

6. BANNERS, POSTERS AND HANDBILLS

- No banners or tear drop standing banners are permitted in any of the aisles, only at your stalls. This is to ensure that visitors can move around freely.
- Brochures/ handbills may be distributed.



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7. LITTER

- Keep your stall area and the aisles free of litter. Use the bins provided.

8. WEATHER

- We have no control over weather conditions. We are therefore not responsible for any soiled or damaged goods.

9. ENQUIRIES -

- Rose - Tel: 031 208 6842
- Fax: 031 2080 399
- Email: burnwood@afrihost.co.za
- Website: www.burnwood.co.za

Hope you enjoy your stay with us. Wishing you a prosperous afternoon of trading!