



## Exhibition Application Form – SWAKOPMUND KIA MAKIETIE 2019

EXHIBITOR'S DETAILS			
Company Name/ Exhibition Name:		PO Box:	
Tel no (home):		Cell number:	
No. people working at stand:			
Email address:		Contact Name:	
Electricity required: <b>Yes/No:</b>	Watts Required:  .....W	Equipment to be used: (should space provided not be enough, please state on separate sheet)	..... ..... ..... ..... .....
Detailed Exhibiting Product Description:  <i>This will allow the Committee to approve/decline your application.</i>	..... ..... ..... ..... ..... ..... ..... ..... ..... .....		

**Terms and Conditions:**

- Only one application per stand. If you require a second stand, please complete another application form.
- The Exhibitor is not allowed to sell the following products: Alcohol or Alcohol related drinks/Energy Drinks (unless otherwise confirmed in writing by the Organisers)/Ammunition/Fireworks/BB Guns/Laser Lights.



- This is an application only and is subject to approval. Please allow two weeks for approval. It remains the applicant's responsibility to communicate with the Organisers if no communication is received after two weeks.
- Once your application has been approved, immediate payment is required. Only a proof of payment will confirm a stand.
- Payment of the stand is non-refundable.
- A stand is non-transferable to another exhibitor.
- Additional workers/staff not indicated/included above **must** pay the Entrance Fee.
- Fair Trading Hours: Friday, 6 December 2019 (10:00 – 23:00), Saturday, 7 December 2019 (10:00 – 23:00).
- Exhibitors must be set up and ready for business as from 09:30 Friday 6<sup>th</sup> of December 2019 and from 09:30 Saturday, 7<sup>th</sup> of December 2019. Exhibitors are **not allowed** to close down their stands before 17:00.
- Sunday breakdown time is from 07:00 am. Exhibitors are requested to adhere to this arrangement for security reasons.
- Electricity points will be available, and will be charged as per wattage requested; the amount will be reflected on your invoice. Misuse of electricity points will result in suspension from the Swakopmund Kia Makietie. **NO Extensions allowed! Any extensions will be removed!**
- Exhibitor parking will be provided. Only one vehicle per stand allowed in the provided parking area.
- Registration for Exhibitors at the Vineta Sports Fields starts on Thursday the 5<sup>th</sup> December 2019 at 14h00 pm.
- Exhibitor vehicles will be allowed for offloading and set-up until 18:00 pm on Thursday 5<sup>th</sup> December 2019, and final arrangements (no vehicles) can be made until 9:00 am on Friday the 6<sup>th</sup> and Saturday the 7<sup>th</sup> December 2019, **thereafter all vehicles shall be removed from the show grounds.**
- Swakopmund Kia Makietie will not be held responsible for any losses, accidents, injury or damage to property, equipment or persons.



- Swakopmund KIA Makietie, and staff shall not be held liable for any cancellation of the event due to unforeseen circumstances, which include, but are not limited to; any acts of God.
- Swakopmund Kia Makietie reserves the right to suspend Exhibitors for any misconduct.

#### **GENERAL:**

- **NO** motorcycles, quadbikes or Pets allowed on the grounds
- No Music is allowed to be played by any Exhibitor.
- Although security officials will be on the grounds 24 hours per day, losses and damage to property, equipment or persons remains the exhibitor's responsibility.
- All exhibitions must be kept neat and safe for the public at all times.
- Exhibitors responsible for their own tables, chairs, gazebo's and set-up of exhibitions.
- **Stands will only be confirmed once proof of payment has been received.**
- Stands will be allocated by the Committee and will be advised to Exhibitors before the Makietie.
- Exhibitors will receive their Exhibitor badges, vehicle gate pass and parking pass as well as any other relevant information upon arrival and registration at the Makietie entrance gate on 5<sup>th</sup> December 2019.
- All stands which make use of fire, gas and/or electricity, **must have own fire extinguishers on site.**
- **No fire allowed to be made on the ground, must always be made in a Braai/holder!**
- Right of admission remains reserved.
- No Generators allowed!
- Stands are allocated on a first come first serve basis and will be grouped on the show grounds according to category.



**Tariffs 2019:**

- **Outdoor stand - 3m x 3m:**
  - N\$550.00 (includes 2-day entry for 2 persons & Exhibitor parking for one vehicle)
- **Inside stand (tent) - 3m x 3m:**
  - N\$650.00 (includes 2-day entry for 2 persons & Exhibitor parking for one vehicle)
- **Food Truck (outside)- 3m x 5m:**
  - N\$700.00 (includes 2-day entry for 2 persons & Exhibitor parking for one vehicle)
- **Lifestyle Tent - 3m x 5m / 3m x 7m:**
  - N\$1 500.00 (includes 2-day entry for 2 persons & Exhibitor parking for one vehicle)

**Electricity:** If needed, additional **N\$ 300.00** per stall for duration of event.

**Stands will only be confirmed once proof of payment has been received!**

Please e-mail proof of payment to Oliver Ahrens at [marketing@destination-swakopmund.com](mailto:marketing@destination-swakopmund.com)

**Bank details:**

Account name:	All in one Destination Swakopmund
Bank:	Bank Windhoek
Account No.:	800 555 0351
Branch code:	481-772
Reference:	Name of Exhibitor



I, \_\_\_\_\_ hereby declare that I understand and accept the above terms & conditions in my capacity as \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Signature of Applicant

**For office use only:**

Stand Number allocated and approved: \_\_\_\_\_

Date: \_\_\_\_\_

Name in Print: \_\_\_\_\_

Signature: \_\_\_\_\_