

Pretoria **Retro Fair**

29 JUNE 2024

STALL HOLDER CONTRACT & GUIDE

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Pretoria Retro Fair



pretoriaretrofair



retro.fair

WWW.RETROFAIR.CO.ZA



ADDRESS & TIMES

MAGNOLIA RUNNERS CLUB

229 MIDDEL ST, NIEUW MUCKLENEUK, PRETORIA, 0181

SATURDAY 29 JUNE 2024

12PM - 6PM

STALL SETUP 8AM - 11AM

STALL BREAKDOWN 6PM - 8PM

MARKETING PLAN

Marketing and Brand Visibility are sponsored and managed by Re-Imagine Brand Specialists.

Their creative team will take care of all designs, marketing, branding & printing.

Targeted **Search Engine Marketing**, Digital Paid and Sponsored Ad Campaigns will be run on **Facebook, Instagram, TikTok** as well as **WhatsApp**.

Vendors will also be supplied with marketing material to share with their customer bases.

Print Ads will be done through strategic flyer handouts, posters & correx boards.



Public Parking



Old Brooklyn Tennis Courts

Entrance from Brokhorst Street

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

FOOD

STRETCH TENTS

ENTRANCE & EXIT

FOOD

DJ

Bathrooms

Feature Wall

CLUB HOUSE (INDOORS)

PHOTO WALL

CONCRETE SLAB (open air)

STOEP (under Roof)

BAR

GIN BAR

Kids Area

Lounge Pocket

Lounge Pocket

1

2

3

5

10

11

4

12

6

Vendor Parking



BOOKED STANDS



AVAILABLE STANDS



- ALLOCATED AREAS -
- 1 Sugar Rush
 - 2 Kreative Khaos (sponsor)
 - 3 Retrofect (sponsor)
 - 4 Game Over (sponsor)
 - 5 Merch On Demand
 - 6 Aesthetic Adornments

Bronkhorst Street

To Crowdaddy's

STAND AREA INFO

Stands are roughly 2m x 2m

All stands are outdoors.

Stretch tents will be erected on the grass where most of the stands are.

Please note that stand layout might differ slightly.

One table and tablecloth are supplied to each vendor. Should you need any extra surfaces for your products, please make sure that it is covered with a black stretch cloth or tablecloth.

R500 PER STAND INCLUDES:

- Electricity point. PLEASE BRING YOUR OWN BLACK EXTENTION CORD IF POSSIBLE.
- A rectangular 1.8m x 75cm Trestle table.
- A Black Stretch tablecloth.
- Printed sign with your name.
- Targeted advertising & marketing campaigns on Facebook, Instagram & WhatsApp.
- Two complimentary tickets for guests.

BOOKINGS ONLY FINAL ONCE PAYMENT HAS BEEN MADE IN FULL



A FIRST AID KIT, MANNED BY THE ORGANISERS, WILL BE AVAILABLE AT THE ENTRANCE. SERIOUS EMERGENCIES WILL BE TAKEN TO HOSPITAL, BUT THE ORGANISERS WILL NOT BE LIABLE FOR ANY COSTS INCURRED. PLEASE REPORT ANY INJURIES TO THE ORGANISERS IMMEDIATELY.



WWW.RETROFAIR.CO.ZA

HOW TO APPLY

RETRO FAIR ORGANISERS WILL DO FINAL PLACEMENTS

STEP 1

Go to www.retrofair.co.za and fill out the online application form. Please make sure that you also read the contract carefully.

STEP 2

Once you have received a confirmation email, please make payment within 24hours.

STEP 3

Please send POP to www.retrofair.co.za

PLEASE TAKE NOTE THAT PRETORIA RETRO FAIR HAS THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION.



WWW.RETROFAIR.CO.ZA

STANDARD TERMS & CONDITIONS

ANNEXURE "A"

These rules in Annexure A will apply to each exhibitor with a registered stand at the event. The registered owner will ensure that the person(s) manning the stand are well-informed about these rules.

1. GENERAL

RIGHT OF ADMISSION IS RESERVED.

SETUP TO BE DONE ON SATURDAY 29 JUNE FROM 08H00 - 11H00.

STALLS SHOULD BE READY FOR TRADING STRICTLY AT 11H30.

Please give us a call if you have holdups.

PLEASE NO SMOKING AT THE STANDS.

Allocated areas for smoking are provided.

USE ALLOCATED VENDOR PARKING ONLY.

See signage boards on the day.

NO ADDITIONAL STALL STAFF.

Only 2 staff members per stall, additional stall staff pay a R50 entrance fee.

CLEAN STANDS DURING & AFTER BREAKDOWN.

No rubble, storage boxes or unnecessary items should be visible in the stall please. A clean camp is a happy camp.

NO CHANGES TO ARTWORK ONCE UPLOADED.

Retro Fair will use a standard template for all adverts. Please supply us with high resolution artwork, logos, images, descriptions & correct Instagram/ Facebook Profile names.

The provisions of these Standard Terms and Conditions form Annexure "A" to the Memorandum of Agreement between the Organisers and the Stall Holder.

Event Hours: Saturday, 29 June 12h00 - 18h00.

Stall Setup: Saturday, 29 June 08h00 - 11h00.

During Build-up & Breakdown: with the large number of people involved during the build up & break down periods, it is difficult to recognise trespassers so small valuable items should be protected at all times and always have someone manning your stand.

If exhibitors wish to contact the organisers to assist you with any queries or problems you may have during the event, please do so in person or use a cellphone. No emails or social media messages will be answered during the event.

IMPORTANT: BE LEKKER.

2. STALL INFORMATION

2.1 Standard stalls will include the following:

POWER POINT (ON REQUEST ONLY - Please bring own extensions and multi-plugs)

2X STALL HOLDER TICKETS

1X FOLD-UP TRESTLE TABLE & BLACK TABLECLOTH.

(Please bring extra tables & tablecloths if needed)

1X PRINTED HANGING SIGN OR A-FRAME SIGN WITH YOUR NAME ON.

FREE SAFE PARKING.

The organisers will not be held liable for any damages or loss of income direct or indirect, of whatsoever nature or whatsoever caused including but not limited to theft, weather, fire or any damage. Please make sure that you do not leave any valuables unattended.

2.2 All stall holders are responsible for supplying their own carry bags & packaging.

2.3 **Pretoria Retro Fair** has the right to accept or reject any application without explanation.

2.4 Stall holders are responsible for their own setup (décor, chairs, marketing material)

2.5 Stall holders will handle their own cash/ card payments. No commission earned by Retro Fair.

2.6 Stall holders must ensure that their products are stored and protected.

2.7 The organisers cannot accept delivery of any goods on behalf of an exhibitor, nor will the organisers accept any responsibility whatsoever for the safety and condition of any items unloaded and/or left on site, in the absence of exhibitors. The organisers cannot accept any responsibility for goods damaged on the exhibition premises.

2.8 Empty packaging and storage boxes must be stored under the tables.

2.9 Exhibitors will be responsible for costs incurred through damage to any part of the venue caused by the transportation of their stands or products outside and inside the exhibition area. Any such damage must be reported to the organisers immediately.

2.10 **Insurance:** exhibitors are advised to contact their insurance companies to negotiate the necessary extra clauses to their existing policies. The organisers are not responsible for the insurance of exhibitors' products.

2.11 **Property Damage/ Loss or Personal Injury:** each person enters the venue at their own risk and is responsible for the safety of their own staff, products, property, stall and its contents. We therefore strongly recommend that each exhibitor insures themselves against the kind of risks which may occur in connection with an exhibition for the full period of the event, including the build-up and breakdown periods. Insurance against all or any loss and/or damage which you may suffer or liability which you may incur with regards to exhibit and display materials, furniture and equipment, personal effects, etc. is recommended. Also remember goods in transit.

3. ADDITIONAL PROVISIONS

3.1 Retro Fair cannot guarantee that there would be no stall restrictions or stall limitations that may occur. If the precise area or location is not available or has restrictions, it will be at the organisers' reasonable discretion to allocate a new stand.

3.2 If the precise area and location of the stall is agreed upon between the parties, the stall holder acknowledges that the stall is subject to a small variation in size.

3.3 All fixtures and fittings other than the stall area and additional fixtures in terms of this agreement will be prepared and installed entirely at the stall holder's cost, but subject to the organisers being entitled to issue written directives with regard to materials layout and design thereof.

4. PAYMENTS AND REFUNDS

4.1 Full amount is payable with booking.

4.2 Full payment and signed contract confirms your booking/ stall.

Please use your company name as reference on EFT payments. No cash accepted.

4.3 The exhibitor must email the POP to **info@retrofair.co.za**

4.4 Invoices available on request only.

4.5 The parties agree that if the exhibitor pays for a stand and has to cancel for whatever reason less than 1 month prior to the event, they will forfeit the full amount paid to the organisers.

4.6 If the exhibitor fails to meet these commitments - they will forfeit whatever amount was paid to the organisers.

5. VENUE ACCESS

5.1 The exhibitor, upon compliance with all its obligations in terms of this contract, will be afforded access to the venue on the day of and during the event.

5.2 The parties agree that the exhibitor will not be granted access to the venue in the event that the exhibitor's Stand Fee has not been paid in full.

6. MARKETING OF THE EVENT

6.1 It is required that each Vendor accepts the Co-Host invitation on our Facebook event.

Please go to the events tab on your own Facebook page and you will find the request from Retro Fair.

6.2 We also encourage each Vendor to regularly advertise the event on all their social media platforms. Live videos and Stories inviting followers to join this event is highly recommended. Artwork will be supplied.

6.3 Vendors are welcome to tag posts using the **Pretoria Retro Fair Social Media Handles** which can be found on the cover page of the contract. Please feel free to share any of your specials with us to share on our Social Media platforms.

6.4 We accept prizes as sponsorship for our competitions. Please take note that these prizes need to be supplied and handed in on setup day for us to be able to add to allocated hampers.

6.5 If a Vendor fails to provide the prizes sponsored due to cancellation of stand or stock limitations as stated in their application, they will be held responsible for the replacement of the prize in the form of a voucher or cash.

We also offer design services for business cards, flyers, banners, packaging, labels & signage if required.

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7. STALL OCCUPATION

7.1 No form of adhesive, paint or colouring of the walls of the venue are allowed.

7.2 The stall holder may not cede, assign, transfer, make over, sub-let, alienate or in any way burden or encumber any of their rights in terms of this agreement.

7.3 Any damages reported by the property/ venue owner will be at the cost of the Vendor. Please report any damages to your stand that might jeopardise your innocence.

8. EVENT CONDUCT

8.1 The organisers will stipulate the times of the event and the stall holder will be obliged to keep the stall open and adequately staffed during said hours of the duration of the event.

9. MARKET POSTPONEMENT OR CANCELLATION

9.1 All aspects of the promotion and marketing of the event will be in the sole and absolute discretion of the organisers.

9.2 The parties agree and acknowledge that the organisers make no warranties or representations regarding the success of the event, nor the number expected attendees.

9.3 The parties agree and acknowledge that the organisers may, in their own discretion postpone the event, in which case the stall holder will have a choice to either cancel their booking or rebook. A confirmation email will be sent to each Vendor to determine their decision.

Option 1 - Cancel the booking due to postponement: the Vendor will be entitled to be refunded with 50% on the full amount paid to the organisers by the Vendor in respect to the event. Vendors who request a refund will be refunded within 2 weeks after a confirmation email of the cancellation is received. The Vendor acknowledges that they will forfeit the balance of 50%.

Option 2 - Rebook due to postponement: Vendors can request Retro Fair to use funds (80% of full amount paid - 20% will be forfeited) for the "new" upcoming event. A new date for the upcoming event will be confirmed asap. If the Vendor can't participate in the new event or would like to cancel their booking (after confirmation email has been received stating the Vendor's decision to rebook for the new event) for the new event for whatever reason, the Vendor will forfeit the full amount paid to the organisers.

10 STALL CANCELLATION BY THE VENDOR

10.1 Stall holder will forfeit the full stall fee if the stand is cancelled less than 1 month before the event.

10.2 No stall is allowed to be sold to any other vendor. Retro Fair will replace any cancelled stand. Suggestions are welcome, but rule 10.1 will still apply.

11. INDEMNITY

11.1 The Vendor irrevocably and unconditionally waive all rights and claims that they may have against the Organisation, the members of it personally and/or any employees, representatives or contractors of the Organisers, resulting from, directly or indirectly, in the widest sense, the actions or inactions of any of the above mentioned persons including the negligence of all or any of them in respect of their obligation in terms of this agreement and in addition hereby indemnify and hold any of the above-mentioned persons harmless against any claims that may be instituted against all or any of them (including legal cost on a scale as between attorney and own client), by any third parties resulting from any actions or inactions stipulated above.

11.2 The Organisers will not be liable for any damage or loss of income, direct or indirect, of whatsoever nature and howsoever caused including but not limited to theft, fire, weather cancellation of the event, attendance of the event and power failure, suffered by the Stall Holder. Furthermore the Organisers will not be responsible for any damage of whatsoever caused to the stall or other property brought into the venue by the Stall Holder or any of their staff, or for any injury to the person of the Stall Holder or any of its staff, howsoever such damage or injury may have been caused.

11.3 Neither **Pretoria Retro Fair** nor its employees shall be liable for any damage or loss which may be caused by to any of the goods of the Vendor, their suppliers or guests brought onto the premises for whatever reason, nor for any injury or loss of life of the Vendor howsoever caused.

11.4 **Pretoria Retro Fair** takes no responsibility for outdoor stands and the Vendor remains responsible for any damage costs involved to their own property and products should a radical shift in the weather affect the presentation or arrangement of the event.

11.5 **Pretoria Retro Fair** will not be held liable for interruptions of services such as water, electricity or sanitation, etc.)

11.6 **Pretoria Retro Fair** will not be held responsible for the services provided by outsourced suppliers.

11.7 **Pretoria Retro Fair** will not be held responsible in the event of unforeseen circumstances that damage the venue due to natural causes, fire, floods, etc.

12 UNFORSEEN CIRCUMSTANCES FORCE MAJEURE

12.1 Force Majeure is unforeseeable contingencies, or if foreseeable, are unavoidable by exercise of due care, which occur after you have booked and paid for the event and which prevent Retro Fair to from performing our obligations as set out herein.

These circumstances include but are not limited to; acts of God such as, but not limited to fires, earthquakes, explosions, virus outbreaks, war, hostilities, invasion, rebellion, mobilisation, declarations of disasters and states of emergency; revolution, civil war, unrest, riots, strikes, disorder, etc. unless solely restricted to employees of **Pretoria Retro Fair** and or its subcontractors.

If Force Majeure occurs, **Pretoria Retro Fair** shall be entitled to cancel the agreement in accordance with the cancellation terms described herein unless the parties come to an alternative arrangement in writing signed by all parties.

The party claiming a Force Majeure situation shall provide written notice to the other parties (Vendors) by email, return receipt requested, within 7 days of the date of the event causing the Force Majeure situation. Said notice will include an explanation of the circumstances causing the Force Majeure event, an estimate of its duration and substantial evidence that such situation make performance of their obligations impossible.