



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

MY CAPE TOWN Atlantis MARKET 2023 VENDOR APPLICATION FORM

PLEASE INITIAL EACH PAGE OF THIS APPLICATION AND SIGN WHERE REQUIRED. YOUR APPLICATION WILL BE DISQUALIFIED IF NOT ADHERED TO.

Once you have completed your application, please email to Keziah Ruiters. Email address Keizah.Ruiters@capetown.gov.za.

Alternatively drop application forms at the following offices between 09:00 and 15:00 up until 17 May 2023:

Councillor's Raise offices, Wesfleur municipal office, 1st floor in Atlantis

The City of Cape Town proudly presents a sneak preview of My Cape Town Atlantis Market, which will take place in Atlantis on the dates listed below. As a result, you are cordially encouraged to apply to participate in the Market.

My Cape Town Atlantis Market events aim to attract residents to a safe public space that will benefit their community by allowing young people to showcase their talents in their community, creating local economic opportunities by creating vending spaces, encouraging communities to take ownership of spaces within this community, and providing spaces for families to enjoy a day of entertainment.

The City of Cape Town reserves the right to close the market at any time, for health and/or safety reasons.

My Cape Town Atlantis Market Point: DATES – 02 and 03 June 2023

HOURS: Day 1: 12:00-18:00

Day 2: 10:00- 15:00

SET-UP TIMES: Day 1: 10:00-11:00

Day 2: 08:00-09:00

As a result, My Cape Town Atlantis Market is looking for the following informal traders:

- Craft, Art and Design
- Toys, Gifts and Accessories
- Lifestyle and Healthy Living
- Entertainment

- Food

If you feel you have a product that represents one of the above categories, then apply now.

Please do not apply if your product does not fit into one of the above categories.

ACCEPTANCE CRITERIA:

Your application package will be judged for the quality, uniqueness and saleability of your product, fit into the authentic Capetonian theme, and overall balance of the category your product falls into.

Applications will be reviewed by the City of Cape Town application forum.

If your application is successful, you will be contacted within 7-14 working days of the closing date.

1. Products must be seasonal, traditional and unique, and fit into one of the above stated product categories.
2. Vendors are accepted based on the items approved as listed in the application form, and as such may **only sell approved items**; any changes or additions to the product line(s) must be approved by the City of Cape Town Application Forum administration **in advance**.
3. Vendors obtain the right to use the assigned 3mX3m and are responsible to have the space operational during all hours of the market.
4. For any unforeseen circumstances that happen during the My Cape Town Market Green Point hours, please see the Market Manager.
5. Vendors **may not** loan, give, or sublease the Space(s) assigned to them.
6. Vendors are required to be open for the entire duration of the Market operating hours. As such, all vendors **must** open on time for the entire duration of the event.
7. All food vendors should ensure that they comply with all applicable health regulations.
8. Prepared food and all other perishable products must be properly covered, kept at proper temperatures (as specified by Health and Safety), and displayed on tables that are covered by a tablecloth.

***CRITERIA ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Please note that the My Cape Town Atlantis Market has the right to limit Market size and refuse applications without explanation. The committee's decisions are final.

VENDOR STAND INFORMATION:

Each vendor will be required to bring all additional requirements that might include, but are not limited to:

- 1 X 3mX3m Gazebo
- Additional décor for the interior and exterior of the stand
- Any additional vendor signage (please note, vinyl banners are not allowed)
- Additional shelving for product display
- Items required for food preparation

All vendors are responsible for cleaning their cabin area and removing their own garbage. Information on garbage pickup and bin locations will be available.

Stand Décor:

The décor of the Stand must be aesthetically pleasing and merchandise must be displayed in a clean and uncluttered fashion. As such, all vendors are mandated to work with the My Cape Town Atlantis Market Point décor and merchandise display team leading up to and during setup of the event. Further information will be provided upon acceptance.

SUPPORTING MATERIALS:

Your application **MUST** include the following items:

- Application form (printed from next pages)
- Photographs representing all of the items you would like to sell at the Market
- Photographic examples of previous booth and/or store décor and product display
- Biography of the vendor and their experience
- A price list of all of the products you wish to sell
- Copy of ID book or card
- Copy of COA (prepared food vendors only)
- Copy of business license for prepared food vendors
- Copy of most recent gas certificate if applicable (prepared food vendors only)

Vendor Rules and Regulations 2023

General Requirements for all Product Categories

- My Cape Town Atlantis Market management reserves the right to deny a vendor's application, to prohibit anyone from selling at the market, or to prohibit any product from being sold at the market
- All vendors must complete and sign a My Cape Town Atlantis Market Vendor application.
- Vendors are required to submit a complete list of all products they wish to sell with their applications and receive preapproval from market manager before selling any product. If a vendor wishes to add product to their original list, they must submit additions to the market manager in writing for approval a minimum of one week before they wish to sell the product.
- All prepared food vendors must provide My Cape Town Atlantis Market management with copies of all relevant documents i.e. Certificate of Acceptability and Certificate of Compliance (COC applicable to those with external generators) as well as a gas certificate according to the Health and Safety Regulations.
- Copies are to be available in vendor stands. Vendors must be aware of what licenses and certificates are required for their product.
- Vendors may not loan, give, or sublease space(s) assigned to them.
- Vendors are required to be open for the entire duration of the My Cape Town Atlantis Market operating hours. As such, all vendors must open on time for the entire duration of the event.

Specific Product Rules

Meat and Dairy Products:

- Vendors must keep their Certificate of Acceptability at their stand at all times.

Product Listing:

- List all products to be sold at the market on the application.

Introduction of New Products:

- If a vendor would like to introduce a new product into his or her mix, she/he must have the new product vetted by market management a minimum of one week before selling it at the market.

Hot Food Concessions:

- A limited number of hot food concessions, value added food vendors and locally produced body products will be allowed.

Sustainable Packaging:

- Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging

Waste:

- Vendors must provide trash receptacles at their stands for samples and must inform their customers of how to dispose of waste properly in order to promote environmental sustainability.

Product Information:

- Vendors should provide clear information about production methods.
- This information must be available to any consumer who requests it.

Load-in and Load-out:

- Vendors should off-load their packaged products and supplies in their space, park their vehicles, and then return to unpack their products and set the stand space. The reverse should be done for load out.
- This will reduce traffic jams in the market area.
- Specific Vendor Rules

Compliance with health, safety, and related laws:

- Vendors and their employees are responsible for familiarising themselves about and complying with local health and safety regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.

Permits and licenses:

- Vendors shall provide My Cape Town Market Green Point Management with copies of any permits and licenses applicable to the sale of their products.

Vendor identification:

- Each booth space must prominently display a sign clearly identifying the business by name. All descriptions of products must be accurate and truthful.

Conduct and courtesy:

- While at the market, vendors are expected to behave courteously to customers, other vendors, market staff, and volunteers, and to conduct themselves professionally at all times. Vendors may not publicly disparage other vendors, products, or markets.
- If vendors have a complaint about another vendor they must submit their complaint in writing.

Booth equipment:

- Vendors must supply their own stands and tables. Stands and tables must not be a hazard to the public or other vendors.

Gazebo

- Vendors with on-premise prepared foods and baked goods are required to have a full canopy covering their stand. An umbrella is satisfactory if it is sufficiently weighted and covers the entire table area.

Prices:

- All items for sale must be clearly marketed with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.

Clean and safe:

- Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes.
- Long tablecloths are recommended so that vendors can store their extra product under the tables and cannot be seen by the public, therefore keeps a tidy appearance.

Space assignment:

- The market manager assigns stall spaces to vendors prior to the start of the market.

Operations guidelines:

- Vendors are responsible for informing themselves and their staff, and expected to comply with market guidelines.

Approval of Selling Privileges:

- The Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season.

Overlap:

- Vendors whose products or practices place them in more than one category are subject to all the requirements of both categories.
- The market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if My Cape Town Atlantis Market management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

VENDOR DETAILS

My Cape Town Atlantis Market Application

- 1. Name and Surname of applicant: _____
- 2. Stall or business name: _____
- 3. Please attach proof of your Identity Document\Foreign National Status\ Work permit.
- 4. Cell & Alt no: _____
- 5. E-mail address: _____
- 6. Business Address: _____
- 7. Do you work from home? _____
- 8. No. of local people employed in producing your products: _____
- 9. Are you a registered vendor with the City of Cape Town? _____
- 10. If so vendor number:

11. If you are food vendor, do you have a valid health certificate

Yes No

Please attach a copy of your Certificate of acceptability as proof.

12. How many bays do you require? (Please note that this is not guaranteed and market management reserves the right to decline the application for more than 1 bay) (1 bay= One 3mX3m) _____

13. Have you participated in other markets, if so, please complete the below & mark with an "X" whether it was a private or City owned event/market?

Name of Market _____	-City owned	<input type="checkbox"/>	Private	<input type="checkbox"/>
Name of Market _____	-City owned	<input type="checkbox"/>	Private	<input type="checkbox"/>
Name of Market _____	- City owned	<input type="checkbox"/>	Private	<input type="checkbox"/>
Name of Market _____	-City owned	<input type="checkbox"/>	Private	<input type="checkbox"/>
Name of Market _____	-City owned	<input type="checkbox"/>	Private	<input type="checkbox"/>

PRODUCT DETAILS

What percentage of your products you will be selling?

- 1. Are made by yourself: _____
- 2. Are made in Cape Town: _____

3. Are made in South Africa: _____

4. Are Imported: _____

STALL DETAILS

What category does your stall fit into? (Please indicate with an "X")

- 1. Festive gifts and accessories
- 2. Art, craft /design
- 3. Lifestyle/Clothing
- 4. Food
- 5. Snacks & cold drinks
- 6. Organic food, plants or flowers
- 7. Other (e.g., Books, Plants/flower, DIY)

8. Please provide a brief description of the products you will be trading/ selling.

Please ensure photographs of all your products are sent together with your application & supporting documents.

By signing this application, you hereby confirm that you have read and understood the rules and regulations as stipulated in the document: **VENDOR RULES AND REGULATIONS 2023**

Please initial each page of the vendor application.

Signed: _____ Name: _____ Date: _____

VENDOR BIOGRAPHY:

ATTACH COPY OF YOUR ID HERE:

ATTACH PROOF OF ADDRESS HERE:

ATTACH COPY OF CERTIFICATE OF ACCEPTABILITY HERE (ONLY APPLICABLE TO FOOD VENDORS):

ATTACH MOST RECENT GAS CERTIFICATE HERE (APPLICABLE TO FOOD VENDORS ONLY):

ATTACH COPY OF BUSINESS LICENSE FOR PREPARED FOOD VENDORS HERE:

ATTACH PRODUCT IMAGES HERE:

ATTACH STALL IMAGES HERE: