



**Mooirivier
Kersmark**

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🌐 www.mooirivierkersmark.co.za

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📷 <https://instagram.com/mooirivierkersmark>

April 2024

Dear Exhibitor

Welcome to Mooi River Christmas Market in Potchefstroom!

The market is scheduled to take place from Thursday 28 November to Saturday 7 December 2024.

Closed on Sunday 1 December 2024.

Programme:

Monday 25 November (Unpacking – exhibitors with own barcodes)

Wednesday 27 November (Unpacking)

10:00: Devotion and welcome (exhibitors and committee)

08:30 to 18:00 Unpacking and display of exhibitors' stock

Market days: 28 Nov. – 7 Dec. 09:00 (closed on Sunday 1 December)

Saturday 7 December 09:00 until 16:00

Clearing of stock: 16:30 until 17:00

1. Approval

- Dates of evaluation and approval of stock: Saturday 6 July 2024 and Saturday 13 July 2024 (09:00 – 12:00).
(All items sold during the market are subject to approval to assure the quality of our Market)
- **Prices of the articles must please appear on the articles during the selection session.**
- Closing dates for application for approval are 3 July (for 1st session) and 10 July for 2nd session).
- An example of the exhibition stands will be available during the day of the evaluation.
- You will be informed whether or not your articles or products have been approved for the market, as soon as possible after the last evaluation.
- **For any enquiries in connection with the evaluation process, phone Rieëtte Venter – 082 898 4197.**

2. Registration

- **Once you received notice that your articles have passed the evaluation, the registration fee is payable in order to reserve your stand.**

An exhibition space and number will be allocated to you as soon as your products have been approved and you have registered.

- A **non-refundable registration fee** per exhibition, both for the duration of the Christmas Market is payable before **30 September 2024**, this reserves your exhibition space for 9 days.
- If you do not register before or on **30 September**, **your opportunity to exhibit expires** and an exhibitor on the waiting list may be given the opportunity. Please contact us if you experience trouble in adhering to any of the Market's stipulations.

2.1 Registration fee payable (only to be paid once your product has been approved)

Registration	In time (before 30 Sept '24)	Late payment (after 30 Sept 24)
A-Stall (1mx1m)	R300	R420
B-Stall (1mx2m)	R600	R840
C-Stall (1mx3m)	R900	R1 260
D-Stall (1mx4m)	R1 200	R1 680

- Registration fee can be deposited directly into the **church's account**. (Please use **KM** and your exhibition number/name /stall name as reference.)

Account name	Gereformeerde Kerk Potchefstroom-Oos
Bank	ABSA
Type of account	Cheque
Account number	670 340 066
Branch code	335138

Please fax/e-mail your proof of payment: Attention: Adèle Delport
E-mail: kerkkantoor@oosdoppers.co.za

3. Commission

- **18%** of all sales will go to the church.
- When pricing your products, the **18% should already be included in the price.**
- The prices of articles may not be changed during the course of the market. If you have a request about this, please contact us immediately.
- Please round off the prices to the nearest R1.

4. Barcoding

- We make use of an international barcoding system.
 - If you want to use your own barcoding, it must meet our requirements:
 - Read in on excel and send to us
- If there are any letters in the coding, it should be stored on excel as follows:
example1234 or *airplane*

Scan and send us a page with a sample of each barcode – so that we can make sure your barcodes scan correctly on our system.

- Each article must be marked with a barcode sticker.
- You will receive an "Inventory List" to complete and must send it back to us as soon as possible (not later than 31 October 2024)

- Stickers will be posted to you before the market commences. Postage will be recovered from you, or you may collect the barcode stickers at the church office.
- Stickers can also be requested during the Market.
- Please request additional stickers timely.

5. Unpacking of products

- Articles should be unpacked **on Monday 25 November (for exhibitors with own barcodes) and Wednesday 27 November 2024 between 08:30 and 17:00.**
- A table (1m X 1.8m X 75cm) will only be provided if is thus indicated on the registration form. **Hiring cost for the table is R150 for the duration of the market.**

Exhibitors' responsibilities:

- Provide a tablecloth that covers the entire table to the floor.
- Unpacking and exhibition of articles, as well as the decoration of exhibition space. (Own stands, display cases, colourful materials to cover/decorate, pins, s-hooks, flowers, etc.)
- Your stall must be signed off by a Moorivier Christmas Market selection officer before you go.
- You must have enough stock available for the duration of the market.
- Extra stock must be stored underneath the table – not visible please.

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| <ul style="list-style-type: none"> ▪ If you are unable to fill up your stock, during the market, you will be fined an amount of R100-00 a day, and the open space may be filled up with other exhibitors' items. |
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- **REMEMBER:** Only approved and marked items may be displayed. The Committee reserves the right to remove unapproved items from the table.
- **Electric power point to hire @ R100.** Only energy-saving lightbulbs may be used. NO spotlights. Please indicate clearly on your registration form if you would like access to an electric power point.

- **FILLING-UP STOCK:** Daily between 07:00 AND 09:00 in the mornings.

UNPACKING ON BEHALF OF EXHIBITORS:

If you want us to unpack and decorate the stall on your behalf, we will charge a DOUBLE COST for the stall.

We have to receive this stock, no later than Monday, 25 November.

However, all articles must already be marked (with our stickers) – we do not have the time to mark articles during the market! Please discuss with us if you encounter a problem!

6. Security

- We have security. If you nevertheless suffer any damage/or losses, the church accepts no liability.

7. Central paying point

- There will be a central paying points (tills) at the exit.
- Clients may use credit cards, debit cards or cash when paying.
- "Zapper"-facility is also available.

8. Advertising/Marketing

Excellent marketing and advertising are being done – this includes radio, magazines, street posters, -flyers and social media.

Please visit, “like” and “share” the following of Mooirivier Christmas Market:

Facebook page: www.facebook.com/oosdoppers

Instagram: [Instagram.com/moorivierkersmark](https://www.instagram.com/moorivierkersmark)

and visit our webpage: www.oosdoppers.co.za.

- The success of the Market also depends on your participation and the promotion thereof. Please tell others about our Market!

9. Payment

- Your money will be paid directly into your bank account.
- Please fill in your bank details correct and complete.
- Your money should be transferred to your account D.V. by **20 December 2024**.

10. Clearing of stock

- The Market closes on Saturday 7 December at **16:00**. Exhibitors (or their substitutes) are requested to report in the church at 16:10 for the official closing (approximately 20 minutes) and thanksgiving, after which exhibitors may start packing up. Under no circumstances may exhibitors start packing away their stock before the official closing.
- You have ample time until **18:00** to clear away your stock.

We are looking forward to welcome you and request your intercession for a blessed Mooi River Christmas Market 2024.

Kind regards

CHRISTMAS MARKET COMMITTEE

Enquiries: Rieëtte Venter 082 898 4197 or Adèle Delpont 082 532 8658

