

# THE HAUNTED FOREST®

26 - 27 OCTOBER 2019

## APPLICATIONS GENERAL

All applications must be done online via our website.

Once your application has been submitted successfully, you will receive an automated email confirming the application has been logged.

Please note that slow internet connections or heavy traffic on the site might prohibit you from submitting -please retry later.

The submission of your application does not mean that you have been selected to take part in HF2019, please read below information on how the process works.

All applications have to be done online -emails and faxes will not be entered into the system.

## SELECTION PROCESS IN SHORT

Applications are submitted within the given time, via our website. Only after applications has closed does the first round of selections start-which is done by looking at your online application and photos. At this point you will not have heard from us yet, but don't stress!

Once all applications have gone through the first round we will communicate with you. If you are selected to go through to the second round, you will be asked to come for a viewing (you will receive more details on that if invited for a viewing).

Or you will receive a mail to inform you that you have not been selected. Please be sure to only apply for the shows that you can commit to!

Apologies if you are not selected, but please respect our decision and remember that there is nothing wrong with your product it just might be better suited to another target market.

## APPLICATION CRITERIA

The most important criteria that we look at are:

- Product originality -unique and original.
- Local -products **MUST BE** proudly South African in concept and creation. Whilst products might contain imported components, they must be conceived and hand-finished locally.

We want to present our visitors with a unique experience.

## THINGS TO CONSIDER PRIOR TO APPLYING

- We do not always except big, commercial brands that are already launched in the market place.
- Do not apply if your products are all imports.
- Do not apply if you cannot be at the show selling your own product or if you cannot send a representative that knows your brand like you do.
- We do not work on a barcode/general paypoint system, therefor someone has to man your stand.
- HF2019 only supply "space" with a plug point (no tables, no partitioning unless mentioned), we want you to build your own shop with your own identity and creativity, this is what brings our visitors back!

## GREENING STRATEGY - PRODUCT VENDORS

- No single use products will be accepted.
- The use of plastic bags are forbidden.

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## GREENING STRATEGY - FOOD VENDORS

- No single use products will be accepted.
- No Straws.
- No plastic cups / lids (must be recyclable plastic).
- No Styrofoam containers.
- No plastic bags.
- No Palm oil to be used.

## CATEGORIES FOR STALLS

ACCESSORIES	Bags, Costume Jewellery, Scarves, wraps
FACE AND BODY PRODUCTS	
CLOTHING	
DÉCOR & DESIGN	Art and Photography; General décor; Ceramics; Craft; Furniture; Kitchen and Dining; Lighting; Outdoor (pool, garden, pets); Soft Furnishings (cushions, fabrics, textiles)
KIDS	Baby's Accessories; Boys Clothing; Girls Clothing; Boys and Girls Clothing; Décor and bedding; Stationary; Toys (wood, soft)
MEN'S	
JEWELLERY	
STATIONARY	
FOOD	Vegan, Halal, Vegetarian, Meat. We do not accept any drinks vendors of any kind.

## COSTS

ENTRY FEE	As below
HAUNTED FOREST COMMISSION	10% of total sales

## ENTRY FEES

STAND SIZE	COST
4sq	R2 515.00
6sq	R3 160.00
8sq	R4 070.00
12sq	R5 030.00
20sq	R7 600.00

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## PAYMENTS & CASH-UP

- We do not use a cashless system due to the increased costs to use and to you.
- Ensure you have a Snapscan system set up for your stall.
- Ensure you have a "till" to record your sales, handwritten slips will not be accepted.
- We communicate with the public to use Snapscan or Cards for the safety of all.
- Vendors are required to do a cash-up each evening with our accounts department in the Operations Offices.

## RULES & REGULATIONS

- Entry fees are non-refundable and non-transferable
- HF2019 is not VAT registered
- Your space will only be confirmed once you have paid your entry fee and sent your signed declaration.
- We can-not be held responsible for faulty emails-if we can-not get hold of you during the selection process you will automatically be taken of the system.
- We only use one email address per application for correspondence, so please make sure that the first email address on your application is the preferred method.
- It is the applicant's responsibility to send necessary info onto their own team.
- ALL products must be viewed (new applicants and existing traders with new ranges) before being sold at one of our shows.
- The selectors have the right to suggest changes to your range, styling, product pricing etc.
- No products must infringe on any copyright, if so HF2019 have the right to cancel your participation in, without refunding of any monies and also have the right to not select you again.
- Although we do our utmost to make sure that all possible measures are taken in terms of security, HF2019 takes no responsibility for any losses experienced during the event.
- HF2019 has the right to make changes to layout as and when needed due to circumstances beyond their control.