



MY CAPE TOWN MARKET - THE COMPANY'S GARDEN 2025 VENDOR APPLICATION FORM

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

Vendor applications open on Friday, 17 October 2025 at 09:00 and close on Tuesday, 14 November 2025 at 16:30.

ONCE YOU HAVE COMPLETED YOUR APPLICATION FORM, PLEASE EMAIL TO ctom@zafanzone.co.za

EVENT DATES AND HOURS OF OPERATION:

Dates – 16 to 20 December 2025

Hours: Weekday Times: 17:00- 22:00

Weekend Times: 16:00- 21:00

Location: The Company's Garden, 19 Queen Victoria Street, Cape Town CBD

SET-UP TIMES: WEEKDAYS: 11:00 – 16:00

WEEKEND: 10:00 – 15:00

The quality of a traditional Summer Market depends on maintaining a high standard of vendor products. The MY CAPE TOWN MARKET – THE COMPANY'S GARDEN aims to engage visitors with Arts, Crafts and Culture and entice them with traditional, seasonal gastronomic specialties for an experience filled with Capetonian elegance and charm. **The event organiser reserves the right to close the market at any time, for health and/or safety reasons.**

As such, the My Cape Town Market, Company's Garden is specifically looking for the vendors that fall under the following themes:

- Craft, Art and Design
- Festive Toys, Gifts and Accessories
- Lifestyle and Healthy Living
- Entertainment
- Food (must be as diverse a selection as possible and should reflect cultural diversity of Cape Town and interaction)

If you feel you have a product that represents one of the above categories, apply now to be a part of the 2025 My Cape Town Market, Company's Garden.

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, its fit into the authentic Capetonian theme, and overall balance of the category your product falls into.

Applications will be reviewed by the Event Organiser in consultation with the City of Cape Town.

You will be notified within 10 DAYS after the closing date whether your application has been accepted. Should no feedback be received within 2 weeks after the closing date, please accept that your application was unsuccessful.

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 Event Organiser administration **in advance**.
3. Vendors obtain the right to use the assigned 3m X 3m bay.
4. For any unforeseen circumstances that happen during the market hours, please see the E.O 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 are required to know and 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.**

The My Cape Town Market – The Company's Garden reserves the right to limit market size and reject applications with or without reason. Decisions of the My Cape Town Market – The Company's Garden committee are final.

VENDOR STAND INFORMATION:

The My Cape Town Market, Company's Garden will provide vendors with the following:

- 1 X 15amp Power cable with plug point- to connect a heating device and indoor lighting.
 - 1 X 3m X 3m vending space (only)
- The City of Cape Town along with the E.O will provide the ambiance lighting and general route lighting.

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

- 1 X 3m X 3m 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:

My Cape Town Market, Company's Garden Management is very strict about Stand décor and product display; the décor of the Stand must fit with the festive and holiday theme of the event, and merchandise must be displayed in a clean, uncluttered fashion. As such, all vendors are mandated to work with the My Cape Town Market, Company's Garden décor and merchandise display team leading up to and during setup of the event. Further information will be provided upon acceptance.

Vendor Fee:

The 2025 My Cape Town Market, Company's Garden vendor rate is as follows:

- My Cape Town Market, Company's Garden (TBC): R78,00 per bay per day

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
- Copy of most recent gas certificate if applicable (prepared food vendors only)



Vendor Rules and Regulations 2025

General Requirements for all Product Categories

- My Cape Town Market, Company's Garden 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 Market, Company's Garden 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 Market, Company's Garden 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.
- Orientation Meeting: All approved vendors are required to attend a vendor orientation meeting prior to attending the market. This will be communicated to all approved vendors. This is mandatory.
- 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 Market, Company's Garden operating hours. As such, all vendors must open on time for the entire duration of the event.
- Vendors are required to make full payment by **05 December 2025**. Failure to do so will result in the **forfeiture of the allocated trading space, which will then be offered to another vendor.**

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, Company's Garden Management with copies of any permits and licenses applicable to the sale of their products.
- Food vendors must be in possession of a business license.

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.

Electricity:

- All electrical equipment must be pre-approved by My Cape Town Market, Company's Garden management.

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-premises 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 requirement 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 Market, Company's Garden management believes the number of vendors offering the same of similar products is excessive, duplicate products may be denied entry.



VENDOR DETAILS

My Cape Town Market, Company's Garden 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, please state vendor number: _____
11. If you are food vendor, do you have a valid health certificate _____
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 3m X 3m)

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	☐ Private	☐
Name of Market _____	-City owned	☐ Private	☐
Name of Market _____	-City owned	☐ Private	☐
Name of Market _____	-City owned	☐ Private	☐
Name of Market _____	-City owned	☐ Private	☐

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.

Vendors will be supplied with a 15amp plug point. Do you require extra electricity? If yes, please list appliances you will be using, with wattage rating (as indicated on the appliance)

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 2025**

Please initial each page of the vendor application.

Signed: _____

Name: _____

Date: _____