CITY OF CAPE TOWN
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Mitchells Plain Freedom Day Celebration 2026:

Lentegeur Sports Facility: 27 April 2026

VENDOR APPLICATION FORM

The City of Cape Town invites vendors to apply to trade at the Mitchells Plain Freedom Day Celebration.

The aim is to create a family-friendly, entertaining, fun and exciting atmosphere for the Mitchells Plain community members and visitors to enjoy good entertainment, traditional and specialty food and a fun shopping experience. In addition to typical Capetonian charm, the quality of the Mitchells Plain Freedom Day Celebration will depend on the high standard offered by its vendors.

As such, the following vendors are invited to apply:

- Food & drinks
- Snacks & sweets
- Crafts, art and design
- Toys
- Clothing & accessories
- Home goods
- Lifestyle products
- Health & beauty
- Activities like carnival games or challenges

Space is limited and preference will be given to those vendors who meet the application criteria below.

1. FESTIVAL DETAILS

Date: 27 April 2026

Location: Lentegeur Sports Facility, Cnr of Imperial and AZ Berman Drive towards Lentegeur Sports field, Mitchells plain

Vendor Application period: 06 April 2026 – 15 April 2026

Vendor fee: R78 per stall

Operational times: 09H00 - 17H00

2. **HOW TO APPLY**

1. Prepare your application pack with the following documentation:
   - Copy of your ID.
   - Photographs representing all the items you would like to sell at the festival.
   - Photographic examples of previous booth and/or store décor and product display.
   - A price list of all the products you wish to sell.
   - Copy of Certificate of Acceptability if you are selling any type of food or beverage.
   - Copy of business or hawker's license if you will be making and selling food and beverages.
   - Copy of most recent gas certificate if applicable (prepared food vendors only).
2. Submit the online application with all the support documents.
3. Your application will be reviewed by the City.
4. You will be notified four/five days after the closing date whether your application will be accepted.
5. The City will provide you with information on how to pay the vendor fee.
6. You will be required to attend a compulsory briefing before the event.
7. At the briefing, you will need to show proof of payment and sign the event rules, upon which you will be issued a permit for the festival.

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

3. **ENQUIRIES**

Mikayla Barnes: Mikayla.Barnes@capetown.gov.za Tel: 021 444 9013
Songezo Bati: Songezo.Bati@capetown.gov.za Tel: 021 444 9676

4. **ACCEPTANCE CRITERIA:**

Your application package will be judged for the quality, uniqueness and salability

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

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 administration **in advance.**
3. Vendors obtain the right to use their assigned trading bay size and are responsible for having the space operational during all hours of the festival.
4. For any unforeseen circumstances that happen during The Mitchells Plain Freedom Day Celebration hours, please see the Festival 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 festival 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.
9. A limited number of hot food concessions, value added food vendors and locally produced body products will be allowed.

a) Criteria are subject to change without notice.
b) The Mitchells Plain Freedom Day Celebration reserves the right to limit the festival size and reject applications with or without reason. Decisions of The Mitchells Plain Freedom Day Celebration committee are final.

5. **VENDOR STAND INFORMATION:**

1. Furnishing your stand:

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

- 1 gazebo
- 1 table (workstation)
- Additional décor for the interior and exterior of the stand
- Any additional vendor signage
- Additional shelving for product display
- Items required for food preparation

2. Waste management:

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

3. 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 must work with The Mitchells Plain Freedom Day Celebration décor and merchandise display team leading up to and during setup of the event. Further information will be provided upon acceptance.

4. Vendor fee:

The 2026 Mitchells Plain Freedom Day Celebration vendor rate is R78.00 per day.

6. Vendor Rules and Regulations

1. General requirements for all product categories

a) The Mitchells Plain Freedom Day Celebration 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.
b) All vendors must complete and sign a Mitchells Plain Freedom Day Celebration Vendor application.
c) Vendors are required to submit a complete list of all products they wish to sell with their applications and receive preapproval from Festival manager before selling any product. If a vendor wishes to add product to their original list, they must submit additions to the festival manager in writing for approval a minimum of one week before they wish to sell the product.
d) All prepared food vendors must provide The Mitchells Plain Freedom Day

Celebration 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.

e) Copies are to be available in vendor stands. Vendors must be aware of what licenses and certificates are required for their product.

f) Vendors may not loan, give, or sublease space(s) assigned to them.

g)Vendors are required to be open for the entire duration of The Mitchells Plain Freedom Day Celebration operating hours. As such, all vendors must open on time for the entire duration of the event.

h) Product Listing: List all products to be sold at the market on the application.

i)Product Information: Vendors should provide clear information about production methods. This information must be available to any consumer who requests it.

2. Specific Product Rules

a) Meat and dairy products: Vendors must keep their Certificate of Acceptability at their stand at all times.

3. Specific Vendor Rules

a) 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.

b) Permits and licenses: Vendors shall provide the Mitchells Plain Freedom Day Celebration management with copies of any permits and licenses applicable to the sale of their products.

c) 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.

d) Conduct and courtesy: While at the market, vendors are expected to behave courteously to customers, other vendors, festival 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.

e) 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.

f) Sustainable Packaging: Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging

g) 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.

h) Booth equipment: Vendors must supply their own stands and tables. Stands and tables must not be a hazard to the public or other vendors.

i) 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.

j) 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.

k) Cleanliness and safety: Vendors are responsible for keeping their space clean and attractive during festival 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.

l) Space assignment: The festival manager assigns stall spaces to vendors prior to the start of the festival.

4. Operations guidelines:

Vendors are responsible for informing themselves and their staff and expected to comply with festival guidelines.

a) Approval of selling privileges:

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

b) 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. Festival customers generally benefit from having a choice. However, if the Mitchells Plain Freedom Day Celebration management believes the number of vendors offering the same of similar products is excessive, duplicate products may be denied entry.

Complete the Vendor Application on the below link:
https://forms.gle/AXfqsr7eBjnGoHh49