CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

MY CAPE TOWN MARKET – THE COMPANY'S GARDEN 2026

The Company's Garden, Cape Town CBD: 16 to 20 December 2026

VENDOR APPLICATION FORM

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

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO: MyCapeTown.Market@capetown.gov.za

The My Cape Town Market – The Company's Garden is an economic development initiative that aims to support local entrepreneurship, create accessible trading opportunities and contribute to inclusive economic growth. By bringing together entrepreneurs, artisans, creatives, informal traders and small businesses in one of Cape Town's most iconic public spaces, the market provides opportunities for participants to showcase their products, access new customers and grow their businesses during the festive season.

The market also seeks to celebrate Cape Town's creativity, culture and diversity while creating memorable experiences for residents and visitors. Through the activation of public space, the event contributes to tourism, destination development and a vibrant festive economy. Preference will be given to products and experiences that reflect the unique character, innovation and entrepreneurial spirit of Cape Town.

The market is specifically looking for vendors that fall under the following themes:

- Craft, art and design
- Toys, gifts and accessories
- Lifestyle and healthy living
- Entertainment
- Food (must be as diverse a selection as possible and should reflect the cultural diversity of Cape Town and interaction)

The market also encourages participation from creative industries, local fashion designers, community enterprises, social enterprises, businesses producing locally manufactured goods and entrepreneurs whose products showcase Cape Town's culture, diversity and creativity.

If you feel you have a product that represents one of the above categories, apply now to be a part of the 2026 My Cape Town Market. Space is limited and preference will be given to those vendors who meet the application criteria below.

1. MARKET DETAILS

Dates:	16 to 20 December 2026
Location:	The Company's Garden, 19 Queen Victoria Street, Cape Town CBD
Application period:	Opens: Monday, 16 November 2026 at 09:00 Closes: Thursday, 26 November 2026 at 16:30
Vendor fee:	R78,00 per bay per day (TBC)
Trading hours:	Weekdays: 17:00 – 22:00 Weekends: 16:00 – 21:00
Set-up times:	Weekdays: 11:00 – 16:00 Weekends: 10:00 – 15:00
Payment deadline:	Full payment by **08 December 2026**

2. HOW TO APPLY

1. Complete the application form at the end of this document.
2. Initial each page of the application form and sign where required. Your application will be disqualified if not adhered to.
3. Prepare your application pack with the following documentation:
   - Completed application form
   - Photographs representing all 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 the products you wish to sell
   - Copy of your ID book or card
   - Copy of your business licence
   - Copy of Certificate of Acceptability (COA) (prepared food vendors only)
   - Copy of most recent gas certificate if applicable (prepared food vendors only)
   - Social media pages, website or online business profile (where applicable)
   - Evidence of locally produced or locally manufactured products (where applicable)
4. Email your completed application pack to MyCapeTown.Market@capetown.gov.za
5. Applications will be reviewed by the Event Organiser in consultation with the City of Cape Town.
6. 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.
7. Successful vendors are required to make full payment by **08 December 2026**. Failure to do so will result in the **forfeiture of the allocated trading space**, which will then be offered to another vendor.
8. All approved vendors are required to attend a **mandatory** vendor orientation meeting before the market. Details will be communicated to approved vendors.

The Event Organiser reserves the right to close the market at any time, for health and/or safety reasons.

3. ENQUIRIES

Email: MyCapeTown.Market@capetown.gov.za

4. ACCEPTANCE CRITERIA*

Applications will be assessed on:

- Quality
- Uniqueness
- Relevance to the event theme
- Contribution to product diversity
- Local economic value
- Overall market balance

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 market hours, please see the Event Organiser (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.

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a) *Criteria are subject to change without notice.*
b) *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.*

5. VENDOR STAND INFORMATION

1. What the market will provide:

- 1 x 3m x 3m vending space (only)
- 1 x 15amp power cable with plug point, to connect a heating device and indoor lighting

The City of Cape Town, along with the Event Organiser, will provide the ambience lighting and general route lighting.

2. Furnishing your stand:

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

3. Waste management:

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

4. Stand décor:

Vendors must adhere to the stand décor and product display format as given by My Cape Town Market – The Company's Garden management. 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 – The Company's Garden décor and merchandise display team leading up to and during setup of the event. Further information will be provided upon acceptance.

5. Vendor fee:

The 2026 vendor rate is **R78,00 per bay per day**.

6. VENDOR RULES AND REGULATIONS 2026

1. General requirements for all product categories

a) My Cape Town Market – The 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.
b) All vendors must complete and sign a My Cape Town Market – The Company's Garden 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 the market manager before selling any product. If a vendor wishes to add products 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.

d) All prepared food vendors must provide 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.

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

f) 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.

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

h) 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.

i) Vendors are required to make full payment by **08 December 2026**. Failure to do so will result in the **forfeiture of the allocated trading space**, which will then be offered to another vendor.

2. Specific product rules

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

b) Product listing:
- List all products to be sold at the market on the application.

c) Introduction of new products:
- If a vendor would like to introduce a new product into their mix, they must have the new product vetted by market management a minimum of one week before selling it at the market.

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

e) Sustainable packaging:
- Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging.

f) 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.

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

h) 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 up the stand space. The reverse should be done for load-out.
- This will reduce traffic jams in the market area.

3. Specific vendor rules

a) Compliance with health, safety, and related laws:
- Vendors and their employees are responsible for familiarising themselves with 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 licences:
- Vendors shall provide My Cape Town Market – The Company's Garden management with copies of any permits and licences applicable to the sale of their products.
- Food vendors must be in possession of a business licence.

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) Electricity:
- All electrical equipment must be pre-approved by My Cape Town Market – The Company's Garden management.

e) 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.

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

g) 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.

h) Prices:
   - All items for sale must be clearly marked 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.

i) 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 out of public view, which keeps a tidy appearance.

j) Space assignment:
   - The market manager assigns stall spaces to vendors prior to the start of the market.

4. Operations guidelines

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

a) 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.

b) 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 Market – The Company's Garden management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

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VENDOR APPLICATION FORM

1. APPLICANT DETAILS

Name and surname of applicant	
Stall or business name	
Cell number	
Alternative number	
E-mail address	
Business address	

Please attach proof of your Identity Document / Foreign National Status / Work Permit.

Do you work from home? (yes/no)	
Is the business owned by a Cape Town resident? (yes/no)	
Number of local people employed in producing your products	
Number of permanent jobs supported by the business	
Number of temporary jobs created during peak trading periods	
Are you a registered vendor with the City of Cape Town? (yes/no)	
If yes, please state your vendor number	

Is the business: (please mark with an "X")				
Youth-owned	Yes		No	
Women-owned	Yes		No	
Owned by a person with a disability	Yes		No	
Prefer not to disclose				

Have you participated in other markets? If so, please complete the below and 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		

2. STALL DETAILS

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 space).	

What category does your stall fit into? (Please indicate with an "X")	
Festive gifts and accessories	
Art, craft and design	
Lifestyle / clothing	
Food	
Snacks and cold drinks	
Organic food, plants or flowers	
Other (e.g. books, plants/flowers, DIY): _____	

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 the appliances you will be using, with wattage rating (as indicated on the appliance).

3. PRODUCT DETAILS

What percentage of the 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:	%

Please briefly explain how your products reflect Cape Town's culture, creativity, heritage or diversity.

4. FOR FOOD VENDORS

Do you have a valid health certificate?	Yes		No	

You must attach a copy of your Certificate of Acceptability as proof.

Complete this application by:

1. Completing the form in full.
2. Initialling each page of this vendor application.
3. Signing the form below.
4. Attaching photographs of all the products you would like to sell at the market.
5. Attaching all the supporting documents listed under section 2 (How to apply).
6. Emailing your application pack to MyCapeTown.Market@capetown.gov.za before **16:30 on Thursday, 26 November 2026**.

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 2026**

Signed: _____ Name: _____

Date: _____