



CITY OF CAPE TOWN
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MY CAPE TOWN MARKET RIDGEWORTH 2023 VENDOR APPLICATION FORM

Applications open: 30 October 2023

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

Once you have completed your application, please email to Keziah Ruiters. Email address Keziah.Ruiters@capetown.gov.za

Alternatively drop application forms at the following offices between 09:00 and 15:00 up until 30 November 2023:

- 1st Floor, 44 Wale Street, Cape Town CBD 8001
- Sub-council offices, Municipal Offices Oxford Street Ridgeworth

My Cape Town Market Ridgeworth: DATES – 09 and 10 December 2023

HOURS: Day 1: 09:00 - 17:00

Day 2: 10:00 - 17:00

SET UP TIMES: Day 1: 07:00 - 08:00

Day 2: 08:00 - 09:00

Applicants that provide the below product or services will be prioritised for selection:

- Dog products
- Craft, Art and Design
- Toys, Gifts and Accessories
- Lifestyle and Healthy Living
- Entertainment
- Food

If you feel you have a product that represents one of the above categories, then apply now.

ACCEPTANCE CRITERIA:

Your application package will be judged for the quality, uniqueness and saleability of your product, fit into the authentic Capetonian theme, and overall balance of the category your product falls into.

Applications will be reviewed by the City of Cape Town application forum.

If your application is successful, you will be contacted within 7-14 working days of the closing date.

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 Application Forum administration **in advance**.
3. Vendors obtain the right to use the assigned 3mX3m and are responsible to have the space operational during all hours of the market.
4. For any unforeseen circumstances that happen during the My Cape Town Market Ridgeworth hours, please see the Market 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 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.

***CRITERIA ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Please note that the My Cape Town Ridgeworth Market has the right to limit Market size and refuse applications without explanation. The committee's decisions are final.

VENDOR STAND INFORMATION:

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

- 1 X 3mX3m 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:

The décor of the Stand must be aesthetically pleasing and merchandise must be displayed in a clean and uncluttered fashion. As such, all vendors are mandated to work with the My Cape Town Ridgeworth Market Point décor and merchandise display team leading up to and during setup of the event. Further information will be provided upon acceptance.

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



VENDOR DETAILS

My Cape Town Ridgeworth Market 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 vendor number: _____
11. If you are food vendor, do you have a valid health certificate
Yes ☐ No ☐

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 3mX3m) _____
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. | ☐ |

Please ensure photographs of all your products are sent together with your application and 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 2023**
please initial each page of the vendor application.

Signed: _____ Name: _____

Date: _____

[illegible]