



**12th December – 23rd December 2024**  
**The Cape Academy, Firgrove Way, Constantia**

**IMPORTANT DATES TO REMEMBER**

25th May 2024	<b>Selection day</b> at Craft X-PO <i>(Applications close 24th May)</i>
10th June 2024	<b>Deadline</b> to submit your application form for South Market
15th June 2024	<b>Selection day</b> at The Cape Academy <b>(9 to 11am)</b>
8th July 2024	<b>Selection results</b> , emailed to applicants
31st July 2024	<b>Deadline</b> for payment of registration fees
11th December 2024	<b>Set up Day</b> - from <b>12.00 - 19.00pm</b>
23rd December 2024	<b>Pack up day</b> – from <b>19:15 - 21.00pm</b>
2nd November 2024	<b>Barcodes</b> to be collected at The Cape Academy <b>9am - 10:30</b>
10th January 2025	<b>Final Payment</b> made to vendors

## **APPLICATION FORMS**

- All applications and product lists must be completed online at [www.southmarket.co.za](http://www.southmarket.co.za).
- Please ensure to print a copy for your own records before submitting your application.
- All applications submitted, will receive confirmation via email.
- Should this application process not be suitable for you, please let us know via email and we will gladly send you a hard copy to fill in.
- Applications close on Monday the **10th June 2024**.

## **SELECTION PROCESS**

Should you take part in the market, your products should have the following criteria to be successful at our market;

- Original craft with your design
- New fresh and exciting ideas
- Make an effort to reinvent the look of your stand
- Suitable as Christmas and other gifts
- Exceptionally well- presented merchandise
- Reasonably priced
- Must have enough stock for the entire market duration

### **Selection notes:**

All pricing must be visible on products.

Round your products off to the nearest rand.

Please bring a tablecloth to enhance your display of your products.

The products that you present are the only products which may be sold at the market.

### **All foodstuff must have:**

List of ingredients

How to store your product, before and after opening.

Expiry date

## **SOUTH MARKET SELECTION DAY ON 15th JUNE 2024**

All vendors coming for approval have the opportunity to set up their display anytime between **9am to 11am**. Please note that this approval is **ONLY** for South Market applicants. No other markets will be present.

Please note for the selection day, that any foodstuff coming for approval must please be submitted in closed disposable containers with tasters/samples marked with applicant's name and left on your table.

## **CRAFT XPO**

If you select the Craft Xpo Selection day please follow their instructions on what to do and how to apply.

## ONLINE APPROVAL PROCESS

If you select to do your approval through our online approval option please make sure you include images of your display in your application. We will send out correspondence if we need any additional information.

## REGISTRATION FEES

Exhibitors selected to participate in the market will be required to pay a registration fee which will be due on or before **2nd September 2024**. A commission of 19.5% will be deducted from your total sales. This percentage must be included in the selling price.

Table fees are as follows;

Full table/ floor space (±180 x 70 cm)	R850 (70.83 per day)
Half table/ half floor space (± 90 x 70 cm)	R425 (R35.21 per day)

We look forward to meeting you on the selection day. Please feel free to contact us if you have any questions or queries regarding the information provided.

## BUSINESS HOURS

Monday to Friday: 9am - 7pm  
Saturday & Sunday: 9am - 4pm

## DISPLAY AND TABLE DETAILS

Dimensions:

Full Table/Floor Space 180 x 70 cm  
Half Table / Floor Space 90 x 70 cm

- Crafters are to supply their own white table cloth, which must be down to the floor level to create uniformity in the market space. An overlay of any colour can be used.
- Be mindful that the back of your display is attractive.
- An appealing display contributes to better sales and is eye-catching; this encourages shoppers to stop at your stall and take notice of what you have available.
- Additional stock to be stored under the table.

## YOUR PAYMENT

- The final payment will be deposited directly into your bank account on **10th January 2025**.
- Please allow up to 3 days for bank transfers.
- A commission of 19.5% of your turnover will go towards South Market.
- Please make sure that the details you sent to us are the correct bank details to ensure payment.

## BARCODES

- No products may be brought into the hall without a barcode attached. Please ensure these are South Market compatible to avoid confusion at the till points.
- Ensure barcodes are positioned on a flat surface so that it can be easily scanned.
- We will be printing barcodes throughout the market should you need additional barcodes.

## SETTING UP

Setting up will take place on Wednesday the 11th of December between 12am and 7pm. Applicants are responsible for the unpacking and displaying of their own products. Additional stock must be stored under your table so that we can replenish it throughout the day.

## RESTOCKING OF TABLES

Applicants will have access to the hall in the mornings from 8.00am to 9.00am. Should you wish to restock your table during the day, please report to one of the organizers. Please make sure you have sufficient stock available to maintain your table for the entire duration of the market.

## PACKING UP

The market ends on Saturday 23rd December. Nobody will be allowed to pack up before 7pm. Pack up will start at 7.15pm. The venue must be cleared by no later than 9pm.

## SECURITY

Precautions will be taken against theft and/or damage of products. The Cape Academy and the organizers of South Market cannot be held responsible for any losses or injuries incurred.

## PUBLICITY

South Market will be widely advertised through social media ads; influencers, press, posters, banners and flyers.

## RAFFLE

We will be running a raffle for the duration of the market. **ALL** proceeds will be donated to the **Santa Shoe Box organization** which collects and distributes personalized gifts of essential items and treats for underprivileged children throughout South Africa and Namibia.

Merry regards  
South Market Team 