



## VENDOR APPLICATION

**DATE** 28-29 JUNE 2024 **AIRSHOW** POLOKWANE  
**LOCATION** Polokwane International Airport **ADDRESS** Gateway St, Polokwane, 0700

The Airshow is both an Airshow and Festival of planes, cars, music, food, beverages, and other entertainment all in one. This year, it is estimated that an average of 15 000 visitors come to visit for the day. We are looking for new and interesting types of food, non-food, and community vendors. The event is managed by the M.O.T.H's association, non-profit taking care of the community.

### Type of Vendor or Booth:

Food  Non-Food (Sales/Merchandise)  Community Non-Profit

|   |  |                         |  |
|---|--|-------------------------|--|
| <b>Business Name</b>  |  | <b>Name and surname</b> |  |
| <b>Contact number</b>   |  | <b>Email address</b>    |  |
| <b>Address</b>  |  | <b>Town</b>             |  |
|   |  | <b>Code</b>             |  |
| <b>What type of product (s) will be sold, produced, or advertised</b> |  |                         |  |
|   |  |                         |  |
|   |  |                         |  |
|   |  |                         |  |

### Vendor Registration Deadline: 30 May 2024

Priority to vendors based on registration date, past attendance, quality of display, variety of products and adherence to rules. The Airshow reserves the right to accept or reject any type of vendor at their sole discretion.

### Vendor Required Hours of Operation, Set Up and Tear Down:

#### Event Location

Polokwane International Airport  
 Gateway St, Polokwane, 0700

#### Airshow Event Hours

Friday 13:00 am – 15:00 pm

Saturday 8:00 am – 5:00 pm

(Vendors Must Be Open During All Event Hours)



| DATE  | ACTIVITY   | TIME LINE    |
|---|--|--------------|
| 27 June, Thursday   | <i>Set Up</i>                                      | 11:00-18:00  |
| 28 June, Friday   | <i>Limited access set up</i>                       | 7:00 – 12:00 |
|   | Event: Vendors Must Be Open During All Event Hours | 13:00-17:00  |
| 29 June, Saturday   | <i>Limited access set up</i>                       | 6:00-7:00    |
|   | Event: Vendors Must Be Open During All Event Hours | 8:00 – 17:00 |
|   | <i>Breakdown</i>                                   | 17:30-20:00  |
| 30 June, Sunday   | <i>Breakdown</i>                                   | 8:00 – 12:00 |
| (Vendors Must Be Off the of Active Airport by Noon Sunday!) |  |              |

| OPTIONS  | INVESTMENT RATE | SELECT (✓)               |
|--|-----------------|--------------------------|
| Food stall 3m x 3m   | R 1 000.00      | <input type="checkbox"/> |
| Non-food stall 3m x 3m   | R750.00         | <input type="checkbox"/> |
| Display area (vehicles)  | R10 000.00      | <input type="checkbox"/> |
| Flyng display team.  | R30 000.00      | <input type="checkbox"/> |
| Capital Sounds (broadcaster for the show)  | TBC             | <input type="checkbox"/> |
| Hospitality chalet for your clients including:<br>- air display branding<br>- 100 tickets  | R90 000.00 *    | <input type="checkbox"/> |
| Main show sponsor including:<br>- Full event advertising coverage.<br>- Event Branding<br>- Newspaper and radio mentions<br>- Dedicated Sponsor Announcements<br>- 100 Tickets | R900 000.00 **  | <input type="checkbox"/> |

Note:

- All trucks, staff cars, delivery, towing and or any accessory vehicle must be moved to the designated parking area. Only one vehicle is allowed in vendor parking area, all others must be parking in main parking lot.
- Absolutely no campers or camping allowed adjacent to the vendor structures.
- Due to high winds, all structures must be adequately secured (no stakes into asphalt runway). Vendor is liable and fully responsible for all damages caused by a structure that impacts planes, people or other booths.
- Vendors must have a liability insurance policy, see Vendor Agreement



## Airshow Polokwane Vendor Agreement

This Agreement is made and entered into by and between the Airshow Polokwane ("Airshow") and the Vendor identified in the Application ("Vendor"). Vendor wishes to participate in the Airshow Polokwane (the "Event").

The parties agree:

1. Allocation of your site is nontransferable, and you will be allocated a fixed space agreed on by both parties.
2. Unless stipulated in writing all persons who are displaying etc will be required to pay the entrance fee for adults and children.
3. Entering the International airport site is done at your own risk and no claims will be entertained by the organisers, agents thereof or any other designated person whatsoever, arising from loss of property, injury, or death in all instances.
4. Subject to Vendor's compliance with this Agreement, the Airshow will allow Vendor to sell, distribute, and display the products and wares as described in the Vendor application during the Event. Subject to the terms and conditions of this Agreement, Vendor agrees to sell, distribute, and display at the Vendor space the products and wares described in the submitted Vendor Application which meet the terms and conditions of this Agreement.
5. The Airshow reserves the right to deny any portion of this Agreement or limit products sold which are in conflict with other Agreements, contracts or deemed inappropriate for the event.
6. Vendor agrees that at no time will drugs or drug paraphernalia, tobacco-related products, items with adult content, or anything deemed by the Airshow to be objectionable in content or inappropriate for a family event.
  - a. Should Vendor's products and/or services be deemed inappropriate by the Airshow, the Airshow reserves the right to its sole and absolute discretion, to bar any exhibit, booth, vendor, person, or entity or to remove any merchandise deemed inappropriate or not keeping with the character and purpose of the Event and may exercise that right at any time during the Event or to shut down the Vendor's operation.
  - b. Should a Vendor or its staff fail to conduct themselves appropriately and engage in behaviour which has been deemed unsuitable by the Airshow, the Vendor will be asked to close the Vendor booth and vacate the premises. This includes any report or evidence of overindulgence of alcohol, any use of illegal substances, or other offensive behaviour (e.g., loud and disruptive or inappropriate speech or language).
7. Vendor understands and agrees that Vendor spaces are assigned on a first-come, first served basis and based on receipt of Vendor Application, Certificate of Insurance, required documentation, and full payment by Vendor. Vendor understands and agrees that space assignments are not guaranteed.
8. Before your space is confirmed, the Vendor Agreement, full payment, insurance certificates and other required documents must be received.
9. All Vendors who wish to host a raffle and meet the local laws criteria and must be preapproved by the Airshow committee. The vendor fee is 20% of the raffle sales while at the event. The Airshow limits the number of raffles at its sole discretion.
10. Any changes or special requests will be reduced to writing to confirm changes.
11. Any person or company not complying with the rules will be removed from the airport present.
12. No alcohol is allowed to be brought onto the airport premises; this includes cooler boxes.
13. No firearms or dangerous weapons will be allowed on site.

### VENDOR CHECK-IN and SET-UP/TEAR-DOWN

1. One (1) vendor parking pass will be issued to each vendor. You will be given a Vendor Parking Pass to place on the dash of your vehicle when you park in the designated Vendor Parking Area located exhibitors parking area (see map).
2. Vendor acknowledges and agrees that any items, structures, or vehicles not directly in use as a part of the Vendor space must be removed from the grounds and shall be parked in designated Vendor Parking or the General Parking lots during the hours of Airshow operation which must be accomplished not later than the set-up completion time on Friday 28<sup>th</sup> June from 7am to 12 midday.
3. Failure to do so may result in your vehicle being towed. No parking by Vendors is allowed adjacent to the booths. All vehicles must be moved to the designed Vendor Parking Area during the hours the gates are open, no exceptions. All

stocking or re-stocking of the booths must occur before or after the gates open or close. Supplies must be dropped off prior to the gates opening to the public each day.

- a. Vendor agrees to the setup and teardown schedules as outlined. Vendor must be set up and open when the Event begins each day and remain open during Event hours.
4. Vendor Booth setup is between 11:00am and 6:00pm on Thursday, the day prior to the Airshow, and limited access from 6:00am to 9:00am on Friday, the opening day of the Airshow. Vendors may stage vehicles in designated vendor parking areas on Wednesday if needed with a Vendor Parking Pass visible on the dashboard.
5. No early teardown
6. No driving on the tarmac (airfield) is allowed until it is completely cleared of Airshow guests. All trailers, tents, and booths must be off the field by Sunday at 12:00 pm. This area becomes an active airfield and therefore all unnecessary equipment and vehicles must be removed. Once set up is completed, you must move a vehicle or trailer to the designated Vendor Parking Area and place your parking pass in a visible location.
7. Vendor agrees to abide by the terms and conditions which may be amended and updated on this Agreement or supporting documentation, or on website at any time. Vendors will conform to all space sizes allocated and agreed to herein and Vendor hereby acknowledges that the boundaries of their requested Vendor Space may not be exceeded in length, height or depth.
  - a. Vendor may rent one or more space(s) and agrees that Airshow shall not be required to make any alterations to the Vendor space. Vendor spaces outside these parameters must be negotiated with the Vendor Coordinator in conjunction with this Agreement and in advance of the deadline.

#### NON-FOODS STALLS

1. No balloons, drones, kites allowed to be sold or displayed.
2. No fireworks, firecrackers, allowed.
3. Smoking or vaping is allowed at designated areas only.
4. A minimum of a 4.5kg serviced fire extinguisher is required at your stand, you must provide this.
5. No alcohol is allowed to be brought onto the airport premises; this includes cooler boxes.

#### FOOD STALLS

1. All food hygiene rules apply, i.e., water to wash hands and equipment, you must provide.
2. All food sold must be packaged correctly and stored correctly.
3. All food prepared must be done to the strictest hygiene conditions.
4. If gas is used it must be installed on food vehicles as per government regulations.
5. Firefighting equipment, 9kg DCP fire extinguisher and a fire blanket must be present where food is cooked on gas.
6. No open fires are permitted anywhere on the premises.
7. Smoking or vaping is allowed at designated areas only.
8. No alcohol is allowed to be brought onto the airport premises; this includes cooler boxes.

#### SAFETY, SECURITY & TRASH

1. Vendor-supplied tents or trailers must be properly secured for the safety of everyone. Tents must be secured with water barrels or other similar devices and must be fire retardant. Water is available on site for filling barrels. No stakes can be put into the asphalt, concrete, or tarmac. Any booth that is deemed unsafe will be required to be removed from the venue or made to meet safety requirements at the discretion of Airshow committee.
2. Vendor agrees to maintain clean and sanitary conditions at its vendor space at all times, and will remove all trash from, and around the immediate vicinity of its Vendor space at the close of each day. Trash should be deposited in designated trash and/or recycling receptacles on Event grounds. Loose trash may become a safety hazard for operational aircraft. Non-compliance with this may result in a fine by the City of Polokwane for littering. Oil absorbent pads should be used to prevent oil from being deposited on the ground under your work area.
3. Vendor offering food items must have current certification issued Food Handler Licenses and meet all local and state requirements.
4. Vendors are not allowed to sell beverages containing alcohol. All alcohol is controlled by the Airshow,

5. Vendor agrees to provide its own means of shade or shelter for outside spaces and is responsible for its own setup and teardown operations. Vendors should be aware that temperatures on the airfield can be very hot and should plan for shade, ventilation, and hydration accordingly.
6. At no time will the Vendor operate a radio or device which emits broadcast sound during the Event. There are many announcements, including safety and live music and radio broadcasts that may be happening during the Event.
7. Vendors must capture all grey water, grease, oil and dispose it properly. Absolutely no dumping on the tarmac is allowed.
8. The Airshow provides security officers who will patrol during Event hours, and overnight security personnel. Please note, the Event venue is a large and open space. The Airshow cannot take responsibility for theft, loss of or damage of Vendor property nor are our Volunteers allowed to temporarily staff a Vendor Space at any time. We recommend that Vendors take reasonable steps to secure their goods overnight and during the Event. Vendor agrees to continuously staff its space until the close of the Event each day and agrees to assume full responsibility for the security of their assets.
9. No smoking is allowed inside airport-fenced grounds and explosives, flammables, or other dangerous items are prohibited in the exhibit area. You will be in on an active airport runway environment with many flammable fuels in the vicinity.

## INSURANCE REQUIREMENTS

1. All Vendors must provide proof of commercial / public liability insurance where applicable.
2. Vendor acknowledges that the Airshow's insurance does not include coverage for Vendors. **IN NO EVENT IS THE AIRSHOW LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE. REFUND POLICY**
3. In the event that all or any portion of the Airshow is cancelled due to inclement weather, wind, fire, smoke or for any reason beyond the control of the Airshow, no refunds will be given for tickets, sponsorships or vendors spaces purchased. There is no refund for cancellation of the show for whatsoever cause, be it natural disaster, accident, or risk-based decision made by Airshows South Africa or South African Civil Aviation Authority or disaster management. Any monies so paid or other consideration given may be considered a tax-deductible contribution to the Airshow, charitable non-profit organization.
4. The Airshow schedule and aircraft participating are subject to change and availability. No refunds will be given due to the failure of any acts or aircraft to appear or participate.
5. Vendor may terminate this Agreement and cancel their participation at any time. Cancellation notices and requests for a refund by a Vendor must be made in writing or by e- mail.

## LEGALITIES

1. Vendor acknowledges that it has reviewed this Agreement and agrees to comply with its terms and conditions, any request by an Airshow representative, and all applicable local, state and federal laws. The Airshow may terminate this Agreement immediately if The Airshow determines that Vendor is in violation of this Agreement.
2. Vendor acknowledges that the Airshow provides volunteers to assist during Event operations. Vendor agrees that **IN NO EVENT IS AIRSHOW OR ITS VOLUNTEERS LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY THEFT, DAMAGE, INJURY, LOSS OR DEATH OR ANY CAUSE OF ACTION WHETHER ARISING IN TORT, CONTRACT OR OTHERWISE.**
3. Vendor agrees that the information provided by the Vendor to The Airshow, including but not limited to the Vendor's likeness, name, and/or logo, may be used on The Airshow's web page, social media, any official Event program and on other printed, photographic and graphic materials related to the event.
4. If any part of this Agreement shall prove to be invalid or void, it shall in no matter affect or impair any of the remaining provisions of this Application or Agreement, which can be given effect without the invalid or void part.
5. Vendor hereby acknowledges and agrees that the "Airshow" may limit or terminate Vendor's activities and/or remove Vendor from the premises at the sole discretion of the Airshow at any time and without any liability to the Vendor. Vendor's sole remedy for any breach of this Agreement or any injuries or damages suffered by Vendor shall be an amount not to exceed the amount paid by Vendor under this Agreement. As a condition of this Agreement, Vendor covenants and agrees never to assert any claim or seek any damages against the Airshow, or



its employees, officers, volunteers or agents and all provisions of this Agreement shall inure to the benefit of the Airshow. Vendor hereby releases and shall hold harmless Airshow and the Airshow Polokwane and its employees, officers, volunteers or agents from any and all liability for injury, damages or loss to persons or property sustained in connection with Vendor's presence or participation at the Airshow Polokwane. The effective date of this Agreement is the date this Agreement is signed by a party below. By signing this Agreement, I agree to comply with the terms and conditions set forth herein.

**I hereby confirm that I acknowledge and agree to the terms and conditions as stated herein, and that I am authorised to sign:**

**NAME AND SURNAME** \_\_\_\_\_ **ID NUMBER** \_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

| OFFICE USE                                    |   |
|---|---|
| <input type="checkbox"/> APPLICATION APPROVED | <input type="checkbox"/> APPLICATION DENIED |
| Reason: _____                                 |   |
| APPROVED BY (Your Name) _____                 |   |
| SIGNATURE _____                               |   |
| DATE _____                                    |   |

