



# LEISURE ISLE FESTIVAL

A community organisation that supports local charities

## CONDITIONS OF PARTICIPATION

### Application for an Exhibitor site

- Site bookings open to the public on 1 July 2026. Application for a site can be submitted by completing this application form and emailing it to [info@leisureislefestival.co.za](mailto:info@leisureislefestival.co.za) along with proof of payment of the application fee and any other fees, if applicable.
- The application fee, if approved, becomes your site fee for both days of the Festival. This amount of **R400 must be paid via EFT to Leisure Isle Festival, FNB, Acc # 63093130862, Branch 250655.**
- Additional charges of **R400 for a trailer /vehicle parking** site, and **R500 for electricity**, are payable up front, if these items are requested.
- An invoice will be issued electronically once payment has been made.
- If the application is not successful, you will be refunded in full.
- Provided applications are received by 31 July 2026,, every endeavour will be made to allocate to last years' exhibitors the same site position previously occupied, where possible. If you have a specific request for a specific stand location, please note that in your email along with your application. We will do our best to accommodate special requests, however, please note that the committee's decision is final.
- Applications for whom no site fee or no photos of products has been received will not be considered.
- We are no longer accepting cash for the application fee. **All application fees must be paid using the accepted electronic payment method provided in this application platform.**
- **Please be advised that the application fee is non-refundable for cancellations made after 15 October 2026.** Any cancellations received on or after this date will not be eligible for a refund of the application fee.
- Turnover fee: Applicants agree to contribute 10% of their gross turnover to the organisers for the benefit of the selected beneficiaries. Collection of the 10% will take place on Saturday afternoon & Sunday afternoon, respectively and must be paid via EFT or Yoco. No cash will be accepted.

### 2. Application evaluation and site allocation and selection process

- A sub-committee will review all applications and decide on this year's exhibitors.
- The criteria to be used in the selection will be creating a good diversity of choices for customers, high quality local products and services, as well as past success and loyalty of participation. Emerging crafters will be given the opportunity to showcase their products.
- **All NEW applications must be accompanied by detailed product descriptions and photographs** of the products to be sold. Applications without photographs will be immediately declined.
- Sites will be allocated depending on the category of product or service, and on a first-come first-allocated basis. **We will not be able to engage in negotiations regarding individual site changes.** The decision of the committee is final.



- In the case of inclement weather, the Festival continues as planned. There will be no alternative dates for staging the event and the application fee and other amounts paid are non-refundable.

### 3. **Liability**

- The organisers will not be responsible for any loss, damage or any liability of any nature whatsoever arising from the running of the Festival.
- Exhibitors selling food products, whether prepared on site or not, are required to be in possession of, and display on their site a Certificate of Acceptability: Food Premises issued by the Eden Municipality Health Department. Those cooking on site are required to be in possession of an up-to-date fire extinguisher. **A copy of this certificate must accompany the application.**
- All exhibitors are responsible for ensuring that site layout does not cause any health and safety risk to any festival participant.
- Only a 9kg gas cylinder, plus one spare 9kg cylinder will be permitted in each stall. Any exhibitor cooking food onsite must be in possession of a valid fire extinguisher.

### 4. **General**

- The Festival grounds will be open for viewing from noon on Friday, 6 November and exhibitors can register and begin to set up Friday afternoon (preferably) or on the Saturday morning.
- On arrival, all exhibitors should first report to the Registration table on Links Drive where they will be welcomed and handed an envelope containing their "License to Trade" for both days, as well as a car disc identifying them as loading and unloading only OR, if you have rented a trailer/vehicle space, a car disc indicating this parking permission will be given. You may only leave either your trailer or a vehicle at the festival grounds if you have rented a trailer/vehicle space.
- At the end of each trading day, every exhibitor must report to the bar to one of our yellow shirted CREW members with their License to Trade document for that day, recording the takings (turnover) for the day and to remit the required daily 10% charity donation.
- As we are no longer accepting cash, this payment can be made onsite via card payment, or can be made via EFT. The Crew member will record the amount paid. If you choose to pay via EFT, please do so using the above banking details and email the proof of payment immediately to [info@leisureislefestival.co.za](mailto:info@leisureislefestival.co.za).

### 5. **Participants undertake to:**

- accept the stall site (approximately 3,5m x 3,5m in size) allocated by the organisers.
- respect the privacy of the property owners adjacent to the Festival. No parking on the lawns or blocking the driveways of the surrounding houses. No parking in front of the surrounding businesses. No blocking driveways, entrances, exits, loading bays, etc. of surrounding businesses.
- supply their own staging material and any other equipment that they require. Electrical users should bring a long extension cord.
- abide by all decisions and instructions of the organisers.
- set up their stall at least 30 minutes before the official operating times. Any stall not set up and trading by 10h00 on the Saturday will be forfeited and allocated to stand-by exhibitors. No refund will be applicable.
- operate and be open for business on both days of the Festival during the advertised trading hours of 9h00 to 17h00 on Saturday and 10h00 to at least 15h00 on the Sunday, at a minimum.
- understand that, in the case of inclement weather, the Festival continues as planned and that there will be no alternative dates for staging the event.
- **unload and park as directed** – A limited number of trailers will be permitted to remain on the Festival grounds, at specified stall sites, subject to provision of full details in the Application Form and payment of the trailer site fee. This is strictly subject to prior written confirmation by the Organisers. These exhibitors will be issued with special access car disks. All other exhibitors will be allowed access to the Festival grounds to unload and then

they must move their vehicle to the standard parking area. They will be allowed access again on Sunday afternoon to load.

- understand that a limited electrical supply is available at the Festival grounds. Electrical supply will be given to specified stall sites, subject to provision of full details in the Application Form and payment of the electrical connection fee. This is strictly subject to prior written confirmation by the Organisers. Exhibitors making use of this electrical connection must bring their own extension leads, multi-plugs, etc. as needed. Exhibitors are required to make their own arrangements for alternative options in the event of load shedding.