



MARKET INFORMATION SHEET – NOVEMBER & DECEMBER

SERENGETI SUNSET MARKET

Friday Night 1st November

- OUTDOORS - This is an outdoor event held at Serengeti Estates in the Mozzafiato Park
- Applications are on our website

THE CEDAR MARKET

Saturday 2nd November

- COVERED OUTDOORS - This is an outdoor event in Cedar Square Shopping Centre under the covered passages.
- Applications are on our website

HORWOOD'S FARM MARKET

Sunday 3rd November

- OUTDOORS - This is an outdoor event held in Horwood's Farm Park in Edenvale.
- Applications are on our website

DAINFERN ESTATE CHRISTMAS MARKET

Saturday 16th November

- OUTDOORS - This is an outdoor event held at Dainfern Estate in Fourways
- Held at The Pavilion - a sports field inside the estate
- You will need to bring your own gazebo and equipment – GAZEBO MUST BE PEGGED DOWN
- This event is for residents only and they have a live performer, beer garden as well as other festivities on the day
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea
- **NOT ALLOWED:** Alcohol; Slush; Specialised bars; Coffee
- Saturday 16th November
- 12pm to 6pm
- There is electricity available for food stands
- Setup strictly from 8am

COPPERLEAF ESTATE CHRISTMAS MARKET

Saturday 23rd November

- OUTDOORS - This is an outdoor event held at Copperleaf Estate in Centurion
- Held at The Ernie Els Clubhouse & parking lot inside the estate
- You will need to bring your own gazebo and equipment
- NB!! Need to weight down your gazebos as we are set up on paving
- This event is for residents only and they have a live performer, beer garden as well as other festivities on the day
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Slush; Coffee; Specialised Alcohol bars
- **NOT ALLOWED:** Regular alcohol and standard bar items
- Saturday 23rd November

- 10am to 4pm TBC
- There is electricity available for bars, food stands and kids' entertainment
- Setup strictly from 8am

SERENGETI CLUBHOUSE CHRISTMAS MARKET

Sunday 24th November

- **INDOORS** - This is an indoor event held at Serengeti Estates in Kempton Park
- Held in The Serengeti Clubhouse conference room overlooking the golf course
- You will need to bring your own tables, tablecloths, rails and equipment
- This event is for the public as well as residents
- **ALLOWED:** Craft; Deli
- **NOT ALLOWED:** Alcohol; Food; Beverages
- Saturday 24th November
- 10am to 4pm TBC
- There is limited electricity available
- Setup strictly from 8am

MELROSE ARCH CHRISTMAS MARKET

Tuesday 26th to Saturday 30th November

- **OUTDOORS** - This market is held at Melrose Arch Precinct
- Held in the main Piazza surrounded by restaurants
- This is an outdoor market and always well supported as the precinct does an extensive marketing campaign
- This event has been running for 7 years
- MELROSE ARCH SELECTS THE EXHIBITOR - PHOTOS & SOCIAL MEDIA HANDLES ARE CRUCIAL
- All 5 days are compulsory
- Melrose also has their famous Christmas light display on during this time
- We supply a white 3mx3m gazebo only
- Limited space at 40 gazebo stands
- You will need to bring your own tables, tablecloths, rails and equipment
- We advise you bring drop sheets in case of rain
- This market is a public event
- **ALLOWED:** Craft; Deli; Food; Beverages
- **NOT ALLOWED:** Alcohol
- Tuesday 26th to Saturday 30th November
- 4pm to 10pm TBC
- There is limited electricity available
- Setup strictly 2 hours before trading time
- Early trading from 2pm on Saturday

DAINFERN COLLEGE CHRISTMAS NIGHT MARKET

Thursday 28th November

- **OUTDOOR / NIGHT** - This is an outdoor evening event held at Dainfern College in Fourways
- Held within the school premises on the sports fields
- You will need to bring your own gazebo, equipment and LIGHTS – GAZEBO MUST BE PEGGED DOWN

- This event is for parents and students and will have a carols evening from 6pm to 7pm
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Slush; Coffee
- **NOT ALLOWED:** Alcohol; Specialised bars
- Thursday 28th November
- 4pm to 9pm
- **NO ELECTRICITY AVAILABLE – BRING GENERATORS AND USE GAS**
- Setup strictly from 2pm

ST DUNSTAN'S SCHOOL CHRISTMAS NIGHT MARKET

Friday 29th November

- **OUTDOOR / NIGHT** - This is an outdoor evening event held at St Dunstan's School in Benoni
- Held withing the school premises on grass areas
- You will need to bring your own gazebo, equipment and **LIGHTS – GAZEBO MUST BE PEGGED DOWN**
- This event is for public, parents and students and will have a live performer, beer garden as well as other festivities on the night
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Alcohol; Slush; Coffee; Specialised bars
- **NOT ALLOWED:**
- Friday 29th November
- 4pm to 9pm TBC
- There is electricity available for food & bar stands
- Setup strictly from 2pm

THREE & NINE HOURS OF KYALAMI

Friday 29th & Saturday 30th November

- **OUTDOORS** - This is an outdoor event held at Kyalami Racetrack in Midrand
- Applications are on our website

CEDAR CREEK ESTATE CHRISTMAS MARKET

Saturday 30th November

- **OUTDOORS** - This is an outdoor event held at Cedar Creek Estate in Broadacres
- Held in the park inside the estate
- You will need to bring your own gazebo and equipment – **GAZEBO MUST BE PEGGED DOWN**
- This event is for residents only and they have a live performer as well as other festivities on the day
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Slush; Coffee
- **NOT ALLOWED:** Alcohol
- Saturday 30th November
- 10am to 3pm TBC
- There is electricity available for food stands and kids' entertainment
- Setup strictly from 8am

THE CEDAR MARKET

Saturday 30th November

- **COVERED OUTDOORS** - This is an outdoor event in Cedar Square Shopping Centre under the covered passages.
- Applications are on our website

HORWOOD'S FARM MARKET

Sunday 1st December

- OUTDOORS - This is an outdoor event held in Horwood's Farm Park in Edenvale.
- Applications are on our website

ITALIAN CLUB CHRISTMAS MARKET

Thursday 5th to Sunday 8th December

- OUTDOORS DAY & NIGHT - This is an outdoor event held at The Italian Club in Bedfordview
- Held on the grass area in front of Settebelo restaurant
- All 4 days are compulsory
- We supply a white 3mx3m gazebo and tables for stands booked under the tent
- Limited space for both gazebo and tent stands
- Gazebo stands: You will need to bring your own tables, chair, tablecloths, rails & LIGHTS
- Tent stands: You will need to bring your own chair, tablecloths, rails & LIGHTS
- We advise you bring drop sheets in case of rain
- This market is a public event
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Slush
- **NOT ALLOWED:** Alcohol
- Thursday 5th to Sunday 8th December
- Thurs & Fri 3pm-8pm TBC
- Sat & Sun 10am-3pm TBC
- There is electricity available for food stands and kids' entertainment
- Setup strictly from 2 hours before trading time

TOWN SQUARE @ NEWMARKET CHRISTMAS MARKET

Friday 6th December

- OUTDOOR - This is an outdoor event held at Town Square at Newmarket Centre in Alberton
- Held in the parking area in front of Tigers Milk and the restaurants
- You will need to bring your own gazebo & equipment
- NB!! Need to weight down your gazebos as we are set up on paving
- This event is for public and will have a live performer, beer garden as well as other festivities on the day
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Alcohol; Slush; Coffee; Specialised bars
- **NOT ALLOWED:**
- Friday 6th December
- 4pm to 10pm
- There is electricity available for food & bar stands
- Setup strictly from 2pm

THE CEDAR MARKET

Saturday 7th December

- COVERED OUTDOORS - This is an outdoor event in Cedar Square Shopping Centre under the covered passages.
- Applications are on our website

SERENGETI SUNSHINE MARKET

Sunday Night 8th December

- OUTDOORS - This is an outdoor event held at Serengeti Estates in the Mozzafiato Park
- Applications are on our website

CENTURION GOLF ESTATE CHRISTMAS MARKET

Saturday 7th December

- INDOORS - This is an outdoor event held at Centurion Golf Estate in Centurion
- OUTDOORS – Food & Beverage
- Held in the clubhouse function venue and hallways
- You will need to bring your own tables and equipment
- This event is for residents only and they have other festivities on the day
- **ALLOWED:** Craft; Deli; Food; Desserts; Kids entertainment; Bubble Tea; Slush
- **NOT ALLOWED:** Alcohol; Coffee
- Saturday 7th December
- 10am to 5pm TBC
- There is electricity available for food stands and kids' entertainment
- Setup strictly from 8am

FOURWAYS MALL CHRISTMAS MARKET

10th to 23rd December

- INDOORS - This is an outdoor event held at Fourways Mall in Fourways
- Fourways Mall runs the amazing Santa Land in the main centre court
- Christmas Market runs off Santa Land down selected passages
- FOURWAYS MALL SELECTS THE EXHIBITOR - PHOTOS & SOCIAL MEDIA HANDLES ARE CRUCIAL
- All days are compulsory
- Wooden kiosk with lockable storage and chair supplied
- Additional tables & rails booked and paid for to be supplied by yourselves
- Tablecloth covering all 4 sides to the ground
- Only 35 stands will be taken
- Limited electricity - depending on what it's used for
- This is a public event
- **ALLOWED:** Craft; Deli
- **NOT ALLOWED:** Alcohol; Coffee; Food; Kids entertainment; Bubble Tea; Slush
- 10th to 23rd December
- 9am to 6pm TBC
- Setup strictly from 7am

GREENSTONE SHOPPING CENTRE CHRISTMAS MARKET

14th to 23rd December

- INDOORS - This is an outdoor event held at Greenstone Shopping Centre in Greenstone
- All days are compulsory
- Tables, tablecloths and chair supplied
- Limited stands available
- Limited electricity - depending on what it's used for
- This is a public event

- **ALLOWED:** Craft; Deli
- **NOT ALLOWED:** Alcohol; Coffee; Food; Kids entertainment; Bubble Tea; Slush
- 14th to 23rd December
- 9am to 6pm TBC
- Setup strictly from 7am

*For any Markets that require you to bring tablecloths please ensure they fit a standard trestle table and that they are long enough to go to the ground, must be clean and in excellent condition. When we host a night market, please ensure that you bring BATTERY OPERATED LIGHTS as we cannot always accommodate additional electricity.

STANDS AND MARKET RULES:

- No boxes or containers storing stock will be allowed by your stand only by food stands or with prior permission from us
- Stands need to be always kept neat and tidy, excess stock to be stored neatly under your table
- We reserve the right to ask any exhibitor that causes unnecessary tension or disharmony between traders, patrons or market organisers to leave, and no refund will be given
- Should you opt to leave the market, you will not be refunded or allowed back
- All tablecloths need to be long enough to reach the floor and fit a standard trestle table
- Your stand must be aesthetically pleasing at all times
- Electricity is reserved for those that need it for food and beverage stands, we do not have enough electricity to accommodate credit card machines or charging of phones, laptops etc
- NO SMOKING AT STANDS!
- Do not add unapproved items to your table, they will be removed
- If you sell a specific brand, please make note of it
- Although we do our utmost to make sure that all possible measures are taken in terms of security, we take no responsibility for any losses experienced during any of our markets

CANCELLATION POLICY:

- Should we, the organisers, cancel 3 days prior to the market, we will refund you keeping R200 for administrative costs
 - If we cancel 1 or 2 days prior to the market date, then 50% of your fee will be refunded or carried over to the next market (we will only keep this credit for 2 months thereafter its forfeited)
 - If it rains on the day of the event and we have gone ahead with the event then unfortunately no refunds will be given as all costs from our side will already be incurred
 - No refunds due to loss of income, loadshedding, rioting, theft or any other unforeseen circumstances
- We have contracts with these venues and often cannot cancel unless they, our client, makes the decision to cancel. Often the onus does not lie on us.
- We will create groups on WhatsApp for the markets so please ensure Charlene has your number by sending her a WhatsApp 082 896 8000
- Failing to pay or cancel by given date on approval will result in you being removed from our database and not being able to participate in any other markets in the future.
 - Once approved, you need to make full payment within 7 days and your stand will only be secured once payment has been made. Should we not receive payment by the stipulated date on our approval or within the grace period, you will be replaced by the next exhibitor on our waiting list and be removed from our database and future events.
 - No refunds will be given within cancelling 1 weeks prior to the market or by stipulated dates on approval.
 - The Urban Markets decision is final, and the fee is non-refundable.
- Please ensure you book the correct stand space/size to avoid setup disappointment. If in doubt, ask us.

Forms need to be submitted by 15 October 2024. Late applications will still be considered if not duplicated with another exhibitor.

Urban Markets will ONLY send approvals out on the 25 October and please stick to payment and cancellation dates. Please do not apply for markets you can't attend or afford.

Please ensure when submitting your application that you read through EVERYTHING and tick the correct stand option. Indoor markets are limiting with spaces and our set up is one table after another, there is no additional space for stands or rails if you do not tick and pay for the correct space. Include 3 product photos and a previous market stand picture so we have an idea of your set up. We do not supply tables, chairs or tablecloths unless stipulated.

EFT PAYMENTS TO BE PAID ON RECEIPT OF APPROVAL EMAIL. DUE TO LIMITED SPACE, IF YOUR PAYMENT IS NOT MADE WITHIN 3 DAYS OF YOUR APPROVAL, YOUR SPOT WILL BE LOST AND GIVEN AWAY. IF WE HAVE NOT RECEIVED YOUR CANCELLATION VIA EMAIL WITHIN THOSE 3 DAYS AND PAYMENT IS NOT MADE, YOU WILL BE REMOVED FROM OUR DATABASE FOR ALL FUTURE EVENTS. PLEASE FOLLOW APPROVAL PAYMENT GUIDELINES.

We are super excited that the Christmas Season is upon us and are hoping the weather is good to us for our outdoor venues!

Looking forward to a successful and beautiful Christmas Season!

Kind regards,
The Girls x

Charlene - 082 896 8000

Michelle - 083 777 1906

Domenica – 076 699 5720

The Urban Markets (Pty) Ltd