

IMPORTANT INFORMATION

PLEASE READ CAREFULLY



THE **URBAN** MARKETS

CHRISTMAS MARKETS 2023

- Please ensure when submitting your application that you read through EVERYTHING and tick the correct stand options
- Include 2 product photos and a previous market stand picture
- Include any social media handles or website for us to view
- When setting up, WE DO a layout, you may not change your spot nor move any equipment
- Do not create your own event on Facebook but rather share ours or the venues
- Please share all marketing material with your database and on social media
- We reserve the right to ask any exhibitor or customer to leave our event should we feel they are causing disharmony. No refunds will be given in this event.

Take Note:

Urban Markets will ONLY send approvals out on the 27th October and stand payments will be due by no later than 15 November 2023.

Thereafter NO CANCELLATIONS and NO REFUNDS.

If you submit an application after the 27th October, please allow 5 working days for a response.

CHRISTMAS MARKET CALENDAR

KYALAMI ESTATES

- This is a market held at Kyalami Estates in Midrand
- OUTDOORS - The market is held in the estate in the park
- This market is NOT open to the public and restricted to residents, their families and friends
- You will need to bring your own gazebo and equipment
- There will be a live band as well as other festivities on the day. It's always well supported by the residents
- Stands are limited so book early
- Battery operated lights only
- There is electricity available for food stands
- Setup strictly from 1:30pm to 3:30pm
- **Saturday 25th November**
- **4pm to 9pm**

ST DUNSTANS SCHOOL

- This is a market held at St Dunstans Private School in Benoni
- There are 3 different parts to the school namely: pre-primary, primary and high school. This year all 3 schools are involved in the hosting of this market as well as a music & talent show
- OUTDOORS - The market is held on the school fields they have live entertainment
- This market is open to the public and not only restricted to pupils and their families
- You will need to bring your own gazebo and equipment
- Setup strictly from 8am
- **Saturday 25th November**
- **10am to 3pm**

SERENGETI SUNSHINE MARKET – Last Sunday of every month. See application forms on our website. Sunday 26th November, 10am to 3pm.

MELROSE ARCH

- This market is held in the Piazza square at Melrose Arch
- Melrose also has their famous Christmas light display on during this time
- OUTDOORS - This is an outdoor market and always well supported as the precinct does an extensive marketing campaign and this market has been running for 7 years
- WE DO NOT SELECT EXHIBITORS FOR THIS EVENT, MELROSE ARCH HAS THE FINAL SAY, SO PLEASE INCLUDE PICS OF YOUR ITEMS AS WELL AS SOCIAL MEDIA HANDLES
- We supply gazebos or umbrellas, as well as a table and chair
- Gazebos are 3mx3m and you can put tables/rails within your space
- Umbrellas can ONLY accommodate 1 table, no additional space
- We take 40 gazebo stands and 10 Umbrella stands
- We advise you bring drop sheets in case of rain
- All 4 days are compulsory
- Setup strictly from 2pm
- **Wednesday 29th November to Saturday 2nd December**
- **4pm to 9pm**

THE CEDAR MARKET – First & Last Saturday of every month. See application forms on our website. Saturday 25th November & Saturday 2nd December, 10am to 3pm.

HORWOOD'S FARM MARKET – First Sunday of every month. See application forms on our website. Sunday 3rd December, 9am to 4pm.

ITALIAN CLUB JHB

- This market is held at The Italian Club in Bedfordview
- INDOORS & OUTDOORS – The market will be held inside the pool hall, outside under a bedouin tent and gazebos on the grass area in front of the pool
- We will provide the Bedouin tent, gazebos, tables and chairs
- Stands are limited and space is tight so please book the correct stand size and should you require extra space, please book accordingly
- The single and double stands are stacked one after another with no additional room. If you are wanting additional rail space, book a triple stand and a single stand
- A triple stand is either 2 or 3 tables and space for a rail or 1 table and space for 2 rails, generally placed in a U-shape
- We will allow a few food stands offering easy to eat street foods and will accept deli stands as well but electricity is LIMITED and we encourage gas
- Those wanting to lock up goods can do so in the pool hall for convenience
- All 4 days compulsory
- Setup strictly 12pm
- **Thursday 7th to Sunday 10th December**
- **Night Market on Thursday and Friday 3pm to 8pm**
- **Day Market on Saturday and Sunday 10am to 3pm**

SERENGETI ESTATES

- This market is held at Serengeti Estate in Kempton Park
- INDOORS - The market is held in the conference centre at the club house
- This market is open to the public and not restricted to residents, their families and friends
- We will provide the tables and chairs
- Setup strictly from 8am
- **Saturday 9th and Sunday 10th December**
- **10am to 3pm**

FOURWAYS MALL

- Fourways mall runs the amazing Santa Land in the main centre court
- INDOORS - Our Christmas Market runs from H&M towards Game down the one passage
- WE DO NOT SELECT EXHIBITORS FOR THIS EVENT, FOURWAYS MALL MANAGEMENT SELECTS EXHIBITOR SO PLEASE INCLUDE PHOTOS OF ITEMS AS WELL AS SOCIAL MEDIA HANDLES
- We supply a bar on wheels which has storage and locks
- You can fit ONE additional rail or ONE additional stand, please select the option on the form
- If you add an additional table, your tablecloth needs to cover all 4 sides to the ground
- Only 35 stands will be taken on
- We currently run a successful monthly market at Fourways Mall
- All 9 days are compulsory
- Setup from 7am
- **Friday 15th to Saturday 23rd December**
- **9am to 6pm**



GREENSTONE SHOPPING CENTRE

- This market is held in Greenstone Shopping Centre, Edenvale - Modderfontein
- INDOORS – The market runs in the main promotions court outside Pick ‘n Pay Hyper
- A single stand is ONE table NO ADDITIONAL SPACE
- Double stand is either 2 tables OR 1 table and space for a rail
- Triple is 3 tables OR 2 tables rail
- This market takes 35 exhibitors
- ALL 9 days compulsory
- Setup strictly 7am
- **Friday 15th to Saturday 23rd December**
- **9am to 6pm**

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**
- **NO banners or promotional materials are allowed at any of our markets**
- 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
- 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 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
- 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
- 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 15 November or within the grace period, you will be replaced by the next exhibitor on our waiting list.
- No refunds will be given after the 15th November 2023
- The Urban Markets decision is final and the fee is non-refundable

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

The Urban Markets (Pty) Ltd