



OLUFUKO ANNUAL CULTURAL FESTIVAL 2023

01/07/2023 – 07/07/2023

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APPLICATION FORM - OLUFUKO ANNUAL CULTURAL FESTIVAL 2023

1. EXHIBITOR'S INFORMATION (Please complete the application form in block letters. Instructions will be carried out according to the information provided)

| | |
|----------------------------------|--|
| Name of Exhibitor/Company | |
| Identity Number | |
| Postal Address | |
| Physical Address | |
| Telephone number | |
| Fax number | |
| Cell phone number | |
| E-mail address | |

2. OUTDOOR STANDS: (Please tick in the appropriate box)

| | | |
|--|--|--|
| 2.1 Open Stand Category A: 6-9m ² @ N\$ 875.00 | 2.2 Open Stand Category B: 18m ² @ N\$ 2275.00 | 2.3 Open Stand Category C: 36m ² @ N\$ 3575.00 |
|--|--|--|

3. EXHIBITION CATEGORY (The product/service sector's I/we wish to exhibit is) (Please tick the appropriate category)

| Agricultural Product | Food/Kapana Kiosks (pleas indicate your bidding amount N\$) | To be allocated to the highest bidder through the bidding process |
|-----------------------------|--|--|
| Machinery | Tourism (Travel) | |
| Art & Crafts Pottery | Manufacturing | |
| Education | Livestock | |
| Finance | Entertainment | |

| | | | |
|-----------------------|--|-----------------|--|
| Agriculture Equipment | | Other (Specify) | |
|-----------------------|--|-----------------|--|

4. ADDITIONAL INFORMATION: EXTRA'S

- The submission of an application form does not guarantee the applicant an exhibition both/stand/space.
- Closing date for applications is **09 June 2023**
- Evaluation of application shall be done from **15 June 2023**
- Payment due date **23 June 2023**
- **Failure to settle the account on or before the above due date shall result in the cancellation of the allocation without notice)**

| SPECIAL INFORMATION | |
|----------------------------|--|
| 1. VENUE | Olufuko Festival Centre, Oshakati – Ruacana Main Road |
| 2. FESTIVAL DATES: | 01 July – 07 July 2023 |
| 3. CONTACT PERSONS: | Ms. Nyeuvo Ekandjo at Office- 065- 251191, Mobile: +26481 2485193 E-mail: outapiolufuko@gmail.com or outapitc@iway.na Mr. Oskar Kanime at Office – 065-251191, Mobile: +26481 2461667 |

5. BASIC RATES: (only two exhibitors per stall, for additional Exhibitors see entrance fee below)

| | |
|----------------------------------|---|
| Tent Hall: | - Corporate / Govt. Ministries Stalls @ N\$3575.00 per Stand |
| Tent Hall A: | - Art & Craft @ N\$ 375.00 (only two Exhibitors per stand) |
| Tent Hall B: | - Agriculture @ N\$ 375.00 (only two exhibitors per stand) |
| Tent Hall C: | - Culture Items @ N\$ 375.00 (only two Exhibitors per stand) |
| Open Space: Big Companies | @ N\$ 2575.00 |
| SME's | @ 875.00 (only two Exhibitors per stall) |
| Kapana's | @ N\$1750.00 (Upset/Base line Price) |
| Outdoor Advertising: | Banners @ N\$550.00 |
| Large Livestock | @ N\$ 575.00 |
| Small Livestock | @ N\$ 375.00 |

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|---|--|
| 6. CLOSING DATE FOR APPLICATIONS: | 09 June 2023 |
| 7. PAYMENT DUE DATE: | 23 June 2023 |
| 8. DATES FOR ERECTION OF STANDS & REGISTRATION | 30 June 2023 |
| 9. DATES FOR DISMANTLING OF STANDS: | 08 July 2023 |
| 10. OPENING TIME OF HALLS – Exhibitors: | 08h00 -22h00 |
| 11. OPENING TIME OF HALLS – Public: | 10H00 – 22H00 |
| 12. CLOSURE: | 00H00 |
| 13. ENTRANCE | (a) Adult N\$10.00 (per entry) (b) Children N\$5.00 (c) Vehicle passes N\$10.00 (d) Vehicle stickers N\$100.00 (e) Additional Exhibitors N\$100.00 [Indicate No] <input type="text"/> |

14. SHELL SCHEME STRUCTURE INCLUDES

- ❖ 3mx3m (9m²) stand with hardboard partitioning
- ❖ Top facial (painted white) with exhibitors name printed in block letters
- ❖ Colored Carpets
- ❖ Two plastic chairs
- ❖ Exhibition Package containing the programme of the festival (detailed information) and exhibitor's cards.

NB: STRUCTURES MAY NOT BE ADJUSTED OR PAINTED AND NO NAILS MAY BE USED ON THE PANELS.

15. CONDITIONS & ADDITIONAL INFORMATION:

15.1 Olufuko Festival Bank Account details, First National Bank, Outapi Branch, Cheque Account No.62245297488

15.2 Indication of preferred stand does not automatically guarantee allocation of that particular stand.

15.3 Exhibitor's stalls prices or fees are categorized as follows corporate companies and Line Ministries are falling under price of N\$3575.00, SME's are to pay N\$875.00 per stall, Art & Craft are to pay N\$375.00, Agriculture products are to pay N\$ 375.00, Culture products are to pay N\$375.00 while Kapana's are going to pay N\$1750 .00.

15.4 SME's & Big Companies that want open spaces are advised to notify the Technical Committee as earlier as possible and please there is a fixed price of N\$2575.00 for Big Companies at open spaces as well.

15.5 Cancellation of a stand should be submitted in writing, but not later than the 01 July 2023. A 50% administration fee shall be payable on a cancellation effected on or after 01 July 2023. Refunds shall only be affected within two weeks after the event (effectively as from the 22 July 2023).

15.6 No refund shall be affected should the exhibitor fail to turn up for participation.

15.7 Vehicles will be parked at a cost of N\$10.00 at own risks inside the Festival venue, but there will be security guards.

15.8 Damage of properties will be at owner's risk; however, the Festival will provide security for the Tent Hall and Open Spaces.

15.9 Dismantling and vacation of stands shall only be allowed on the designated date. However, this can be allowed before the designated date provided that prior arrangement is done with the Olufuko Festival Management

15.10 Please be informed that exhibitors or companies who want to make use of the presentation hall should make arrangements with the organizing committee in advance so that they can be included in the programme.

OACF reserves the right to allocate me/us in the appropriate product grouping area for exhibition. I / we accept the terms and conditions of the Olufuko Annual Cultural Festival and consider ourselves contractually bound by these.

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Signature

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Name in Print

.....
Date