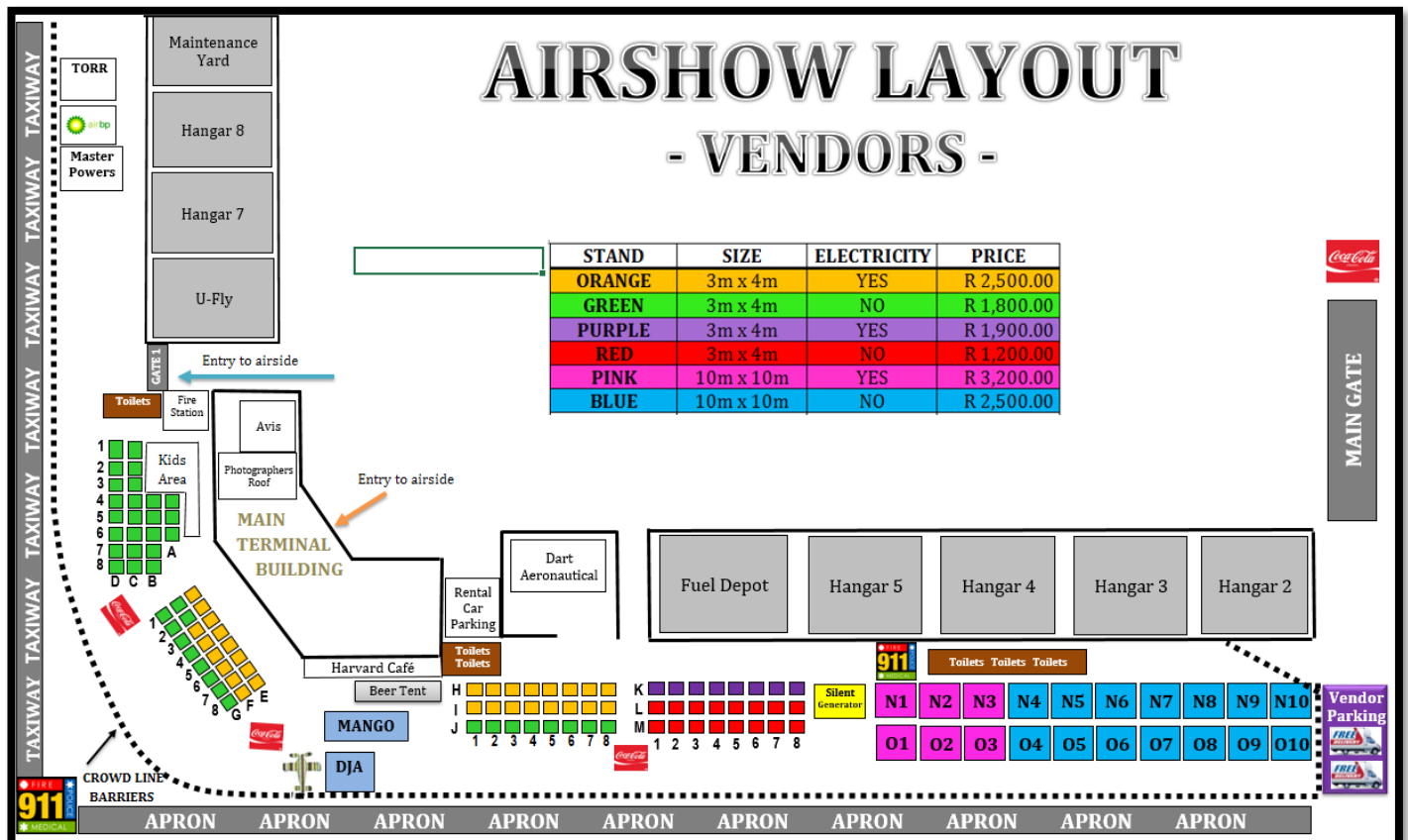




# VENDOR INFORMATION

IMPORTANT DATES	
VENDORS MEETING	10 August 2017
STAND SETUP	19 August 2017
AIRSHOW	20 August 2017



## 1. STAND BOOKINGS

- 1.1 All submitted applications will be subject to an approval process. An approval number will be allocated to each approved application, which must then be used as reference when making payment into the bank account.
- 1.2 Bookings for specific stands will only be made upon receipt of payment and completed application form **and** Certificate of Acceptability if applicable. No guarantees can be made that when you pay, you are the first to do so for that specific stand, as **stands are booked on a first-come-first-served basis**. **All stand number allocations will ONLY be confirmed at the Vendor Meeting on 10 August 2017, so make sure that you attend.**
- 1.3 Do not just deposit money into our bank account and think your stand is booked. No payments without approval numbers will be accepted



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1.4 The banking details you need to use are (please note this has changed):

NEDBANK BRANCH: Business Northrand  
BRANCH CODE: 146905  
ACCOUNT NO: 1469 028 972  
ACCOUNT NAME: Rand Airports Management Co (Pty) Ltd  
**REFERENCE: Approval number**

1.5 Attendance at the Vendor Meeting on 10 August at 10h00 is mandatory. This is where your stand number will be confirmed. The required permits to gain access to the vendor area on airshow day will be emailed to the email address specified on your application. No access will be given to the vendor area without the required permits. Please make alternative arrangements with Carolle Olivier ([airshow@randairport.co.za](mailto:airshow@randairport.co.za)) to collect your permits if you are unable to attend the Vendor Meeting on the scheduled date. Permits CANNOT be collected on Airshow day – **NO PERMIT NO ACCESS.**

## 2. **ELECTRICITY**

2.1 **We want to phase out the use of noisy generators at the airshow.** To this end we have secured silent generators that we can supply electricity to any of the stands to. The cost thereof will be R 700.00 per 15 amp supply. If you are not prepared to pay the additional fee to use our silent generator, and want to use your own normal generator, please advise us thereof and we will look at it on a case-by-case basis.

2.2 All vendors making use of an electrical supply need to ensure that their extension cords are long enough (at least 25m) and on the day are taped down to the ground neatly and not just lying around loose where people can trip over them and get hurt. Any cords found not taped down will be removed.

## 3. **GAS RULES AND REGULATIONS**

- 1.1. Ensure there is always sufficient natural ventilation around all gas cylinders
- 1.2. Ensure all gas connections are safe at all times, i.e. an approved regulator, no perished pipes, no rusted clamps and no "T" connections.
- 1.3. No more than 1 appliance per 9kg LPG cylinder, positioned at least 1m apart from each other
- 1.4. 1 x 4.5kg DCP fire extinguisher for an appliance or 9kg for more than one appliances
- 1.5. No open fires allowed
- 1.6. Extra cylinders must be stored in a separate approved gas cage
- 1.7. A CO2 fire extinguisher is generally better to use when dealing with electrical fires



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## 4. FOOD VENDORS

- 4.1 The following Basic Health Requirements must be met:
- a. A well-lit, ventilated, dust-proof structure or vehicle constructed in such a way that it prevents dirt and other impurities from contaminating food
  - b. Hot and cold water to wash food receptacles, utensils, equipment and hands
  - c. Containers for waste water disposal and the subsequent sanitary disposal thereof
  - d. Adequate soap and approved hand drying facilities
  - e. Dust-proof facilities for the storage of all utensils and food receptacles and storage and display of foodstuffs ready for consumption
  - f. Refrigeration of 7 degrees Celcius or below for the storage of perishable foodstuffs
  - g. Tables and working surfaces of stainless steel or other approved smooth, rust-proof and non-absorbent material
  - h. Liquid-proof, easy-to-clean refuse receptacles with sealable lids
  - i. Clean, adequately designed, protective clothing and head covering made of material that cannot contaminate food
- 4.2 A valid Certificate of Acceptability (COA) **MUST** be submitted with your application and proof of payment. Valid means it must be legible and not older than about a year. **Certificates must be displayed at the stall on the day as well.**

## 5. GENERAL

- 5.1 The actual Airshow itself generally runs from about 10h00 until 16h00 on the day, but the gates open to the public as from 07h00, by which time your stand must be complete and setup, ready to serve the public.
- 5.2 Wherever possible, stands must be set up on the Saturday afternoon before the airshow between 14h00 and 18h00.
- 5.3 The main gate will be open from 05:00AM on airshow day for vendors to deliver any remaining merchandise and equipment to their stands. **No delivery vehicles will be allowed to exit the premises again until after the airshow.** By 06:30AM on airshow day the last convoy will be formed and vehicles escorted to the designated vendor parking area. All vehicles must be parked in the vendor parking area by 07:00AM. Vehicles will remain there for the day until after the airshow when they may be collected again to pack stands up. Vendors are NOT allowed to walk around amongst the public to sell their goods. Vendors found doing so will be escorted off the premises and not allowed back.
- 5.4 All vehicles must have the required permits displayed in order to gain access to the airport and especially the vendor area. The same applies to the 4 (four) individuals working at the stand – nobody will be allowed in if they do not **have the correct permits.**



# VENDOR INFORMATION

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- 5.5 Airshow tickets prices for the public are R70 for adults and R30 for kids under 12. Vendors do not have to pay for the first 4 people on the 3x4m stands and the first 8 people on the Exhibitor stands. Should you require more than that on your stand, you will need to purchase the additional permits at normal airshow ticket prices. Please advise us thereof and pay the additional cost before the vendor meeting so that the correct amount of permits can be allocated to your stall.
- 5.6 No flying objects, e.g. balloons, model aircraft, etc (radio-controlled or self-powered) may be flown at the airshow.
- 5.7 No radio-controlled toys or models may be operated in and amongst the crowd.
- 5.8 The goods of vendors that exceed the 3m x 4m boundaries of their stands will be removed and no refunds will be entertained.
- 5.9 We do not supply any gazebos or covering of any sort, please bring your own. We only supply a demarcated section of tar on the apron for each stand that is numbered accordingly. The stand sizes are fixed at 3 x 4m and 10 x 10m for the exhibitors stands. The stands are already marked out as such, and therefore their sizes cannot be increased.
- 5.10 Food and non-food stalls are not in separate sections.
- 5.11 The valid Certificate of Acceptability (COA) for the food stalls is necessary and required not only by us but by Ekurhuleni Health Department as well. It makes no difference that the event is only for one day. Last year's Airshow saw over 20 000 people walk through the gates, and we would like to be able to ensure insofar as possible that the food they purchase will at least be sanitary.
- 5.12 The COA must be no less than about a year old. If you do not have one, please send an email to [Xenia.Hank@ekurhuleni.gov.za](mailto:Xenia.Hank@ekurhuleni.gov.za) to complete the application form and make the necessary arrangements.
- 5.13 Exhibitor stands are very big stands and normally used by car companies and flight schools that want to exhibit their cars and aeroplanes. These stands are rows N and O on the map.
- 5.14 We do not have a liquor licence, only the Harvard Cafe and their beer tent does, and that is the only place where alcohol may be sold from on the day.

**Please email [airshow@randairport.co.za](mailto:airshow@randairport.co.za) any questions or queries you might have, as we experience high call volumes during airshow time, and cannot always get back to everybody.**

**We look forward to seeing you at this year's airshow.**