

# **INVITATION TO PARTICIPATE IN THE NCC CLIVIA MARKET 2010**

## **1. INTRODUCTION**

- 1.1. The NCC Clivia Market will once again present a retail outlet for members and a tempting shopping opportunity for both members and the gardening public at large, whether they be novice or connoisseur.
- 1.2. This document deals with both the rental stalls and with the necessary changes with the Club Stall.

## **2. PARTICIPATION**

- 2.1. Participation in the NCC Clivia Market is a privilege of membership, with accompanying responsibilities.
- 2.2. No participant may have an interest in more than one stall and no rental stall may exceed 24 m<sup>2</sup> in area.
- 2.3. RENTAL STALLS are available to NCC members with:
  - a) FULL MEMBERSHIP (with voting rights) subject to one full year membership and payment of membership dues before end April. These members will receive preference should more applications be received that can be meaningfully accommodated.
  - b) PART/ASSOCIATE MEMBERSHIP of the NCC subject to membership of the Clivia Society and payment of NCC membership dues before end April.
  - c) The same participation criteria apply to SUB-LESSEES subject to being declared in the rental stall application.
- 2.4. EVERYBODY with PAID UP MEMBERSHIP of the NCC irrespective of class or period of membership may participate in the CLUB STALL.
- 2.5. FOREIGN BASED members of the CLIVIA SOCIETY may participate as an invited guest of a rental stall holder, subject to being declared in the rental stall application.

## **3. RESPONSIBILITIES OF ALL PARTICIPANTS**

- Use only the area that has been rented / allocated to you.
- No sales permitted other than from the stalls.
- Adhere to what may be sold.
- Stay the full course of the event even when sold out.
- Assist with the erection of the stalls if at all possible.
- Assist with the dismantling of the stalls and cleaning of the market site.
- Unethical business practices will not be tolerated.
- We are guests of Anton van Wouw and dependant on the school's goodwill, which we should nurture to build a long term relationship to our mutual benefit.

#### **4. WHAT MAY BE SOLD & WHAT NOT**

- 4.1. Clivia plants, seed and seedlings.
- Seedlings may be sold open root, but 2-year and older plants must be established in containers.
  - Offsets of display plants may be removed on site only when sold.
  - No habitat collected plants may be sold, with the exception of clonal divisions of cultivated stock.
  - No insect, fungus or virus infected plants may be offered for sale.
- 4.2. Cultivation products and accessories.
- 4.3. Items decorated with Clivia motifs.

#### **5. VENUE INFORMATION**

- 5.1. The NCC Clivia Show & Market will again take place at Laerskool Anton van Wouw, Dey Street, New Muckleneuk, Pretoria on:

Saturday 4 September	09:00 to 17:00
Sunday 5 September	09:00 to 15:00

- 5.2. The school grounds is fenced with 24/7 manned security. The NCC will employ additional security personnel but does not accept liability for any loss suffered by the participants.
- 5.3. The layout will be as for 2009 but the subdivision of the blocks will differ to suit the mix of stall sizes required.
- 5.4. There is no vehicle access to the stalls – please make provision for a trolley.
- 5.5. Safe parking is available on the school grounds on the basis of one vehicle per rental stall / participant in the club stall and at the fenced-off street parking.

#### **6. STALLS**

- 6.1. Adequate 80% shade-net cover will be provided for all stalls.
- Additional shade-net may be neatly installed over the existing for further light and temperature reduction.
  - Shade-net stalls have a 2.0 m head height.
  - No partitions are provided between individual stalls but may be erected in consultation with your neighbours.
- 6.2. The covered stoep is  $\pm 300$  mm above the adjacent paving.
- The number of stoep stalls will be even smaller than 2009 due to the increased area required for the Club Information Stall.
  - Applicants for stoep stalls who are unsuccessful in the draw will automatically qualify for the draw of the next bigger size of shade-net stall at the same rental ex. 10 m<sup>2</sup> stoep = 12 m<sup>2</sup> shade-net @ R760 Early Bird.
- 6.3. The lessee's name and contact details must be displayed at the stall, not smaller than A3 size ( $\pm 420 \times 295$  mm). This sign may also be used to advertise other plants grown for sale but only Clivias may be displayed.
- 6.4. Stalls will be erected on Thursday 2 September, starting 14:00 – please come and help us.
- 6.5. Stalls may be stocked on Friday 3 September from 14:00 onwards and Saturday morning from 06:00 to 08:30. Stock in rental stalls may be replenished during business hours.

## **7. NTITLEMENTS**

### 7.1. For Rental Stalls per stall:

- Parking for one vehicle on the school grounds.
- Two sellers tickets valid for both days.
- One folding table ± 1800 x 750 mm. Extra tables can, with prior notice, be made available at a rental of R25 each.
- Two stackable chairs.

### 7.2. For the Club Stall per participant:

- One sellers ticket valid for both days.
- Parking for one vehicle on the school grounds, subject to availability.
- The stall will be adequately furnished.

## **8. CHANGES TO APPLICATION AND CANCELLATION**

8.1. All proposed changes to the submitted rental application in respect of sub-lessees and guest participants as well as the transfer of the lessee's rights, as an alternative to cancellation, to a similarly qualified member is subject to interest and size constraints and the approval of the Clivia Market Committee. Contact the Convener in good time.

8.2. The cancellation policy is stated under 9) Important Dates – 18 August.

## **9. IMPORTANT DATES FOR RENTAL STALLS & CLUB STALL**

Saturday 17 July	Last day for receipt of EARLY BIRD applications for RENTAL STALLS at the discounted rental, payable on application
Saturday 14 August	Last day for receipt of LATE APPLICATIONS for RENTAL STALLS, subject to availability, payable at the full rental after confirmation of availability. Contact Peet van der Walt (083) 279-5649.
Saturday 14 August	Last day for receipt of applications to participate in the CLUB STALL.
Wednesday 18 August	Last day for CANCELLATION of RENTAL STALLS, subject to a levy of 10% of the rental paid, with a minimum of R50. After this date the rental will be forfeited with the right of appeal to the Club Management Committee.
Wednesday 18 August	Last day for WITHDRAWEL from participation in the CLUB STALL without compromise of future participation.
Saturday 21 August	DRAW at Club Gathering for RENTAL STALL positions.
Saturday 21 August	DRAW at Club Gathering for POSITIONS in CLUB STALL.

**10. PAYMENT BY MEANS OF A BANK TRANSFER**

This is the preferred method of payment.

Bank: ABSA Pretoria-North Branch Code 509-145  
Account Name: Northern Clivia Club  
Account No: 40-5366-6205

Please state your NAME / INITIALS and SURNAME on the bank transfer to ensure that the rental is correctly allocated. The stall is only reserved in your name once a payment has been received.

**11. CONTACT DETAILS FOR ENQUIRIES & SUBMISSION OF APPLICATIONS**

Peet van der Walt – Convener CLIVIA MARKET COMMITTEE 2010  
Cell: (083) 279-5649  
Fax: (086) 613-3112  
Fixed Line (H): (012) 504-2042  
Email: pieter@aquaflora.co.za  
Postal: PO Box 669, HARTBEESPOORT, 0216

The Committee wishes all participants a pleasant and profitable 2010 event!

**APPLICATION FOR A RENTAL STALL AT THE NCC CLIVIA MARKET 2010**

1. I have familiarised myself with the complete 2010 Clivia Market documentation and agree to abide by it.
2. I ..... a member of the NCC with
  - a)  full membership (with voting rights) or
  - b)  part / associate membership

herewith apply for a rental stall as indicated with X on the schedule below.

AREA & TYPE	DEPTH	WIDTH	EARLY BIRD	V	LATE APPLICATIONS	V
6 m <sup>2</sup> shade-net	2.0 m	3.0 m	R 380		R 400	
10 m <sup>2</sup> stoep	2.7 m	3.7 m	R 760		R 800	
12 m <sup>2</sup> shade-net	4.0 m	3.0 m	R 760		R 800	
18 m <sup>2</sup> shade-net	4.0 m	4.5 m	R 1,140		R 1,200	
20 m <sup>2</sup> stoep	2.7 m	7.4 m	R 1,520		R 1,600	
24 m <sup>2</sup> shade-net	4.0 m	6.0 m	R 1,520		R 1,600	

- Payment with application to reserve stall.
- EARLY BIRD prices valid to 17 July and qualify for preference stalls.
- LATE APPLICATIONS at full price close 14 August, subject to availability.
- Contact Peet van der Walt (083) 279-5649 for confirmation of availability.
- Receipt of application will be acknowledged by SMS / E-Mail.
- Last day for cancellation, subject to conditions, 18 August.

3. The following NCC members will share the stall with me as sub-lessees
  1. ....
  2. ....

I have invited ....., a foreign based member of the Clivia Society from ..... as a guest to participant in my stall.

4. Additional products I wish to sell other than Clivia plants, seed and seedlings:
 

.....

.....

5. LESSEE CONTACT INFORMATION

Cell: ..... Fixed Line (W): .....

Fax: ..... Fixed Line (H): .....

E-Mail: .....

Postal: .....

Signature ..... 2010- .....

**SUBMIT APPLICATION TO PEET VAN DER WALT, CONVENER: CLIVIA MARKET COMMITTEE 2010.**

## **APPLICATION TO PARTICIPATE IN THE NCC CLUB STALL 2010**

I have familiarised myself with the complete 2010 Clivia Market documentation and agree to abide by it.

The Club Stall has reached its maximum size due to site constraints and can only accommodate 10 full (4 m<sup>2</sup>) bays / 20 half (2 m<sup>2</sup>) bays – in sequence of alpha codes clockwise from the entrance.

New NCC members who are paid up, but do not yet qualify for a rental stall will receive preference, should more applications be received than can be meaningfully accommodated.

Every participant is obliged to contribute time to the running of the stall. An absolute minimum of 14 two hour service slots is required = 2 persons on duty. The service roster will be circulated at the draw for positions on Saturday 21 August.

I ..... a fully paid up member of the NCC herewith apply to participate in the Club Stall as indicated with X on the schedule below:

Full bay required	<input type="checkbox"/>	4 m <sup>2</sup>
Prepared to share full bay if necessary	<input type="checkbox"/>	2 m <sup>2</sup>
Half bay required	<input type="checkbox"/>	2 m <sup>2</sup>

Saturday 14 August Last day for receipt of applications.  
Wednesday 18 August Last day to withdraw without compromising future participation.  
Saturday 21 August Draw for positions.

### **PARTICIPANT CONTACT INFORMATION**

Cell: ..... Fixed Line (W):  
.....

Fax: ..... Fixed Line (H):  
.....

E-Mail:  
.....

Postal:  
.....

Signature ..... 2010- .....

**SUBMIT APPLICATION TO PEET VAN DER WALT, CONVENER: CLIVIA MARKET COMMITTEE 2010.**

# **SALES DOCUMENTATION: NCC CLUB STALL 2010**

SELLER: ..... CELL: .....

ALPHA CODE: .....

PAGE  OF

- Use separate pages for mature plants and pre-packed seed and seedlings.
- Plants must be identified with the sellers' unique alpha numerical (AN) code and price, on both the container and the peduncle or a leaf.
- Seed and seedlings must be pre-packed with a description, quantity, AN code and price on each individual package.
- Stick-on labels on plants often come unstuck – use masking tape sticky side to sticky side around the peduncle or a leaf.
- Prices in rands only – no cents please.
- Information on the merchandise must correspond with the sales list.
- Unsold merchandise must be booked out at the close of business on Sunday and the proceeds collected from the Show Office.
- The Club Stall is run on a co-operative basis with every participant promoting and selling the entire stock. A service roster will apply.
- The cashier on duty has the exclusive responsibility to receive payment and control the sales lists for the entire stall.

Total brought forward from page  R .....

R .....

R .....

R .....

R .....

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SALES TOTAL R .....

Minus 15 % commission to NCC R .....

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AMOUNT DUE R .....

I ..... herewith acknowledge receipt of R .....

(the sum of .....)

.....  
SIGNATURE

2010-09-.....