



OLUFUKO ANNUAL FESTIVAL 2019

21/08/2019 – 01/09/2019

P. O. Box 853, Outapi,
 Republic of Namibia
 E-mail: outapiolufuko@gmail.com
 Website: www.outapitc.org.na

Tel: +264 65 251191
 Fax: +264 65 251128
 E-fax: 0886517662

**APPLICATION
 FORM FOR OLUFUKO 2019**

Name of exhibitor	
Identity Number	
Postal Address	
Physical Address	
Telephone number	
Fax number	
Cell phone number	
E-mail address	

Please indicate or describe products to be exhibited in the following groups			
Agricultural product		Food/Kapana & Drinks	
Clothing/Textiles		Tourism (Travel)	
Machinery		Manufacturing	
Arts & Crafts		Livestock	
Education		Entertainment	
Finance		Other (specify)	
Agriculture Equipment			

RESERVATION DETAILS	
(for office use only)	
Date received	
Rental received	

Rental amount	
Stand number	
Receipt number	
Processed By	

For more information contact: _____

I/We agree that the Olufuko Festival Committee reserves the right to make the decision on the allocation of stands and that this decision is final.

SIGNATURE: _____

DATE: _____

INFORMATION

- 1. VENUE** Olufuko Festival Centre, Oshakati – Outapi - Ruacana Main Road

- 2. FESTIVAL DATES:** 21 August – 01 September 2019

- 3. CONTACT PERSONS:**
Ms. Nyeuvo Ekanjo at Office- 065- 251191, Mobile: +26481 2485193
E-mail: outapiolufuko@gmail.com or outapitc@iway.na
Ms. Helena Thomas at Office – 065-251191, Mobile: +26481 1275546
Mr. Oskar Kanime at Office – 065-251191, Mobile: +26481 2461667

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

- | | |
|----------------------------------|---|
| Tent Hall: | Corporate / Govt. Ministries
Stalls @ N\$3500.00 per Stand |
| Tent Hall A: | Art & Craft @ N\$ 300.00 (only two Exhibitors per stand) |
| Tent Hall B: | Agriculture @ N\$ 300.00 (only two exhibitors per stand) |
| Tent Hall C: | Culture Items @ N\$ 300.00 (only two Exhibitors per stand) |
|
 | |
| Open Space: Big Companies | @ N\$ 2550.00 |
| SME's | @ 800.00 (only two Exhibitors per stand) |
| Kapana's | @ N\$1200.00 (including the owner and his/her assistant) |
| Outdoor Advertising: | Banners @ N\$550.00 |
|
 | |
| Large Livestock | @ N\$ 500.00 |
| Small Livestock | @ N\$ 300.00 |

(Including the owner and his /her assistants) for additional assistant see entrance fee below

5. CLOSING DATE FOR APPLICATIONS: 30 June 2019

6. PAYMENT DUE DATE: 31 July 2019

(Failure to settle the account on or before the above due date shall result in the cancellation of the allocation without notice)

7. DATES FOR ERECTION OF STANDS & 20 August 2019

REGISTRATION:

8. DATES FOR DISMANTLING OF 02 September 2019

STANDS:

9. OPENING TIME OF HALLS – 08h00 -22h00

Exhibitors:

10. OPENING TIME OF HALLS – Public: 10H00 – 22H00

11. CLOSURE: 00H00

12. 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)

13. 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.

14. CONDITIONS & ADDITIONAL INFORMATION:

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

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

14.3 Exhibitor's stalls prices or fees are categorized as follows corporate companies and Line Ministries are falling under price of N\$3550.00, SME's are to pay N\$800.00 per stall, Art & Craft are to pay N\$300.00, Agriculture products are to pay N\$ 300.00, Culture products are to pay N\$300.00 while Kapana's are going to pay N\$1200.00.

14.4 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\$2550.00 for Big Companies at open spaces as well.

14.5 Cancellation of a stand should be submitted in writing, but not later than the 10 August 2019. A 50% administration fee shall be payable on a cancellation effected on or after 10 August 2019. Refunds shall only be affected within two weeks after the event (effectively as from the 01 October 2019).

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

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

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

14.9 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 Annual Cultural Festival Management.

14.10 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 program.

14.11 Kapana stands Exhibitors shall provide their own tables and chairs.