



## LEISURE ISLE FESTIVAL

A community organisation that supports local charities

**On the weekend of the 4<sup>th</sup> and 5<sup>th</sup> November 2023, Leisure Isle will once again be transformed into “Treasure Island” for two magical days of Christmas shopping, wining, dining and entertainment.**

Booking for exhibitor sites will commence on Monday 1<sup>st</sup> August. Applications can be made online from our website [www.leisureislefestival.co.za](http://www.leisureislefestival.co.za) or by collecting a form from Sotheby’s offices on Leisure Isle, Thesen Islands and Sedgefield.

The Festival will be in Kingsway Park on Leisure Isle. This is the eighteenth Festival organized by volunteers to benefit the wider Knysna community. After a two year wait, we are ecstatic to bring the festival back to Knysna. It provides local crafters and small businesses a market place for their high-quality products and provides opportunities for local charities to participate and raise funds. Once again special efforts will be made to provide emerging crafters an opportunity to showcase their products.

Stalls catering for every taste will offer a mouth-watering array of food and drink, as well as art and crafts, toys, a huge array of books and many other delights. Participating charities will be running a book sale, a beer and wine bar and a number of other stalls.

Sotheby’s International Realty Knysna, remains our anchor sponsor. Leisure Isle Residents Association has endorsed and facilitated this event. We are grateful to each of them as we are to the number of organizations that provide pro-bono services.

Once again, a number of local charities will be participating. On behalf of our beneficiaries we thank sponsors and all those who have so enthusiastically given their time and talent to make this possible.

The organizing committee this year comprises of Bob Hunt, Chris Kay, Natalie Kunneke, Barry Housdon, Jacqueline Cumberlege, Bobbie Sharp, Jacqueline Justino & Casy Cumberlege.



## 1 Application for an Exhibitor site

1 Site bookings open on 1<sup>st</sup> August 2023. Application for a site can be submitted by completing the online application form at [www.leisureislefestival.co.za](http://www.leisureislefestival.co.za), or by completing the paper form obtainable from Sothebys' branches in Thesen Island, Leisure Isle, Knysna or Sedgfield. **An invoice will be issued electronically once payment has been made.**

- 2 A site fee of R250 must accompany the application or be paid EFT to **Leisure Isle Festival, Standard Bank, Acc # 333178807, Branch 051001**. Additional charges of 200 are payable for trailer stands and an extra R250 is required if electricity is requested. The site fee covers both days of the festival. Provided applications are received by 15 September, every endeavour will be made to allocate to last years' exhibitors the same site position previously occupied. Applications for whom no site fee or no photos of products has been received will not be considered.
- 3 Turnover fee: Applicants agree to contribute 10% of their gross turnover to the organizers for the benefit of the selected beneficiaries. **NB Collection of the 10% will take place on Saturday afternoon & Sunday afternoon.**
- 4 Applicants that are not accepted will have their amounts paid refunded in full.

## 2. Application evaluation and site allocation and selection process

- A sub-committee will decide on acceptances. Potential exhibitors, whose products are not known, will be asked to show their products to the sub-committee as part of the selection process.
- The Criteria to be used in the selection will be creating a good diversity of choices for customers, high quality local products and services and past success and loyalty of participation. Emerging crafters will be given the opportunity to showcase their products.
- **All applications must be accompanied by detailed photographs** of the products to be sold. Applications without photographs will be immediately declined.
- Sites will be allocated depending on the category of product or service and on a first come first allocated basis. We will not be able to engage in negotiations regarding individual site changes. Hence the decision of the committee is final and understands that, in the case of inclement weather, the Festival continues as planned. There will be no alternative dates for staging the event and entry and other amounts paid are non-refundable.

## 3. Liability

- The organizers will not be responsible for any loss, damage or any liability of any nature arising for the running of the Festival.
- Exhibitors selling food products, whether prepared on site or not, are required to be in possession of, and display on their site a Certificate of Acceptability: Food Premises issued by the Eden Municipality Health Department. Those cooking on site are required to be in possession of an up-to-date fire extinguisher. A copy of this certificate must accompany the application.
- All exhibitors are responsible for ensuring that site layout does not cause any health and safety risk to any festival participant. Only dogs on short leads will be allowed in the **non-food area of the** Festival grounds.
- Only a 9kg gas cylinder, plus one spare 9kg cylinder will be permitted in each stall.

## 4. General

- The Festival grounds will be open for viewing from noon on Friday 3<sup>rd</sup> November and Exhibitors can preferably register then or on the Saturday morning. On arrival Exhibitors should first report to Registration on Links Drive where they will be welcomed and handed a "License to Trade" envelope, car disc & a second envelope. All will record mobile number and site number and at the end of each Festival day **one envelope** must be returned to one of the **yellow shirted CREW** to record the amount of takings (turnover) and to remit the 10% charity payment. The car disc will allow Exhibitors access to the Festival grounds for speedy off-loading/loading purposes only.
- **Participants undertake to:**
- To accept the stall site (approximately 3,5m x 3,5m in size) allocated by the organizers.
- To respect the privacy of the property owners adjacent to the Festival. No parking in front of the Gallery or Coffee Shop or Disabled area please.
- To supply their own staging material and any other equipment that they require. Electrical users should bring a long extension cord.
- To abide by all decisions taken by the organizers.
- To set up their stall at least 30 minutes before the official operating times.



- To operate and be open for business on both days of the Festival during the advertised trading hours of 9h00 to 17h00 on Saturday and 10h00 to at least 15h00 on the Sunday and understand that, in the case of inclement weather, the Festival continues as planned and that there will be no alternative dates for staging the event.
- Any stall not set up and trading by 10h00am on Saturday 3rd November will be forfeited and allocated to stand-by exhibitors
- Trailers – A limited number of trailers/vehicles will be permitted on specified stall sites, but only subject to provision of full details in the Application Form, and then subject to prior written confirmation by the Organizers. The exhibitors will be issued with special access car disks.
- Electricity – Limited electrical supply will be available to specified stall sites by only subject to provision of full details in the Application Form, and then subject to prior written confirmation by the Organizers. Exhibitors are required to make their own arrangements for alternative options in the event of load shedding.