



APPLICATION FORM: DISPLAY SPACE

BUSINESS / TRADE NAME:

OWNER:

IDENTITY NUMBER:

RESIDENTIAL ADDRESS:
.....
.....

POSTAL ADDRESS:

POSTAL CODE:

CONTACT DETAILS TEL:CELL NO:

TYPE: HAND MADE: **YES /NO** PURCHASED: **YES/NO**

TYPE BRAND NAME, IF ANY: (e.g. Billabong)

TYPE PRODUCT:

FULL DESCRIPTION OF ALL PRODUCTS THAT YOU PLAN TO SELL/DISPLAY

.....
.....
.....
.....

DISPLAY SPACE: 3 X 36 X 3..... OR 9 X 3 OR OTHER:

- (available sites will be indicated to you as soon as your application has been approved)

SIGNED:DATE:

- PLEASE NOTE THAT NO EXCLUSIVE RIGHT MAY BE GIVEN TO ANY PRODUCT!

The association will grant approvals and should an application be approved, the display space will be subject to a lease agreement and the paying of a deposit, equal to the rental, as well as an administration fee of R150.00. Should the product and the display space be awarded to you, all the necessary information, lease agreement, rules, regulations and ethical code, together with the full procedure of trading on the premises will be handed to you.

APPLICATION **MUST** BE ACCOMPANIED BY PHOTOS AND IF REQUESTED, EXAMPLES OF YOUR PRODUCT.

Your application will receive attention as soon as possible. Thank you for your interest to display with us and to do business on our premises. This is only an application for display space and products. Should your application be approved and you do not sign and submit the lease agreement within seven working days, accompanied by the full deposit, admin fees and rental, you will not be able to claim any display space.

The structure of the display will depend on approval by management. A full description and / or sketch with your proposed plan must be attached for approval.

PLEASE NOTE: The building is a historical monument and no structure may be fitted to the walls or against the structures of other exhibitors.

To simplify matters for you, please find attached a complete list with rules and regulations for trading in *The Goods Shed*.

Should you have any queries, please contact Mr Noor Boolay at telephone number 044 – 6905358 or Mr Joubert Coetzee at 044-6065100. Please bring your completed forms, a copy of your identity document and photos of your products along.

FOR OFFICE USE ONLY

DATE RECEIVED:

BY:

DETAILED PICTURES:YES / NO

LIST OF PRODUCTS:.....YES / NO

DESCRIPTION OF LAYOUT OF STRUCTURE AND LAYOUT RECEIVED: YES / NO

GOODSHED COMMENTS:

MUNICIPALITY COMMENTS:

APPROVEDYES.....NO

DEPOSIT:.....RECEIVED ON -DATE:.....

ADMIN FEE R150, 00 RECEIVED:YES.....NO.....

LEASE AMOUNT PAID IN ADVANCE AND RECEIVED.....YES.....NO.....

DISPLAY SPACE AWARDED:.....BLOCK.....

RENT: (R63 per square metre) : R.....

ADMIN: (R170 per stall): R.....

ELECTRICITY: (R150 per stall): R.....

CONTRACT ADMIN FEE: (R150 ONCE OFF): R.....

MONTHLY TOTAL: R.....

Payable in advance **reflecting** on or before the 25th of each month in the OEV account:

Failure to reflected in the OEV Account will result in a penalty of R250 per stall.

Bank Details: ABSA Bank Account Number: 4080058017

Account Number: OEV (The Goods Shed) Type of Account : Cheque Account

Your Reference : Stall Number

Please note when depositing cash at an ATM an additional R65 cash handling fee is levied.
Preferably do EFT with immediate payment to avoid extra cost.

ADDENDUM A

RULES APPLICABLE IN "THE GOODS SHED"

The purpose of these Rules is to keep the building and sites in an orderly and safe condition for lessees and clients.

1. No dogs are allowed by Lessees or personnel.
2. No loose standing metal structures, wood or any other structure may stand in the corridors, open areas or outside the building.
3. For the purpose of display no items for the use right, may blockade the corridors, the corridors as marked in black painted stripes.
4. No vehicles or trailers are allowed in the building.
5. No roller skates, bicycles or skate boards are allowed in the building.
6. No foods may be prepared in the building. (Restaurant only).
7. No Lessee will park in the client parking area and will ensure that none of their personnel will park there, excluding purposes of delivery of goods for which fifteen (15) minutes is allowed. Lessees park their vehicles at their own risk and claims, third party or other will not be instituted against the Lessor.
8. No children will be allowed to play in the corridors, toilets, parking areas and must not be allowed to disturb the other Lessees and clients and/or to exercise any negative influence. (See clause 8.4)
9. Children must especially not be allowed to bide their time during the day or during school holidays in The Goods Shed.
10. Personal problems with the children of co-displayers must be sorted out between themselves and is not the problem of the Lessor.
11. Opening and closing times must be strictly adhered to as advertised and on the time roster distributed amongst Lessees.
- 12. Stalls must be manned at all times during trading hours and must be under proper supervision. No exemption for any unmanned stall.**
- 13. Each lessee is responsible for the cleaning, keeping tidy, and removal from its own site.**
14. Good business ethics will be applied by the lessee and personnel towards all clients at all times.
15. Rent is payable **before or on the 25th of each month.**
16. No alcohol will be consumed or stored by Lessees or personnel on the premises.
17. No hawkers will be allowed on the premises as well as the site of the Lessee that sell any type of merchandise on their own behalf. (Representatives are welcome and must be accompanied by Lessee or Lessor to the premises).
18. Stalls may not be sub-let or sold without the permission and written approval from the Lessor, which permission will not be unreasonably withheld.
- 19. Lessees are responsible for the conduct, discipline and training of client service of their personnel and must make sure that their personnel are aware of the rules.**
- 20. No merchandise will be sold in The Goods Shed without the prior acquired written approval from the Lessor. Stock must be signed in by the Lessee and the Lessor. Stock brought to the premises without signing in will be removed. (See Addendum A Rule 21). Any new products that have to be sold must be approved by the Lessor before display in the display space. New products are subject to approval by Management**

and must be signed in with the Lessor by the Lessee before it is displayed. (See point 19, in consideration with Clause 2.8, 2.9, 12.13 and 12.19)

21. No heaters, kettles or urns may be used in the building.
22. The Lessor will not be held responsible for any loss due to theft or any other cause. (Lessees must arrange own insurance).
23. No undesirable conduct, swearing, intimidation or discrimination will be tolerated.
24. No personnel will sell their products in the stalls of the Lessees without the written permission and approval of the Lessor.
25. No private portable radios are allowed. (Unless it is sold). Ear phones must be used should you wish to listen to your own radio station or music.
26. Ethic Code, Rules and Regulations and Addendum additions are subject to the Rental Agreement and must be strictly adhered to. (See Clause 13).
27. Lessees with fire extinguishers must check their fire extinguishers regularly and have it serviced at own cost. The Lessor has the right to inspect and check it on a regular basis in case of fire. The fire extinguisher must be checked regularly by a registered Fire Extinguisher company that displays the day, month and year of service as well as a signature.
- 28. Lessees are not allowed to interfere with the trade or stock of the business of other Lessees and must concentrate on own business display space as agreed with Lessor.**
- 29. All complaints must be addressed to the Lessor in writing with name, surname and stall number.**
30. Smoking is prohibited in The Goods Shed for all Lessees, personnel in his/her service and clients, and should also ensure that the Clause is applied at all times by abovementioned. No cigarettes may be put out or thrown away by anyone inside or outside the building and may only be put out in the provided, marked containers. **A smoking Area is Designated permitting One (1) at a time only with no exceptions n.b to be strictly adhered to.!!!**
31. Ensure that no notices or boards erected by Lessor are removed, damaged or shifted by anyone.
32. Clients must be treated in a friendly, cordial and respectful manner at all times. (see Addendum B -Ethical Code) **Do not force customers and call them from other stalls or in the passages and respect NO!! Thank you.!!**
33. Workers must please not misuse their cellphones by chatting for long periods on it and **ignoring potential customers.**
34. Make sure that the Goods Shed is closed at all times at 17:00 (out of season) and 18:00 (peak season). No business should take place after these hours and rule must be adhered to at all times.

(Clients should do their transactions before these times and therefore an announcement in this regard is made over the intercom system 15 minutes, then 10 minutes and lastly 5 minutes before closing time.)

35. Stall owners/workers may only leave the Goods Shed after the Manager made sure that all the doors are closed and that it is exactly the time to close, namely 17:00 or 18:00 and upon his instruction that may leave to prevent people from leaving before the closing time.

36. Stall owners/workers must leave their stall in the following sequence:
- Restaurant, Block E, then Block D, C, B and lastly Block A. This is done to ensure that stalls are left orderly and also to prevent people to enter anybody else's stall.

ADDENDUM B

ETHICAL CODE

1. ADHERENCE TO LAW

It is expected of our Lessees:

To adhere to the relevant Laws and Regulations.

To be honest, accurate and responsible in what we say, write and communicate.

Adhere to Rules and Regulations and the Policy of The Goods Shed.

2. TREATING ONE ANOTHER WITH DIGNITY AND RESPECT

It is expected of our Lessees to:

Be honest and trustworthy in our relations.

Be reasonable and to take into consideration the treatment of our/your personnel, clients and other.

To bring about business relations whilst avoiding the clashing of interests with necessary precaution.

To be cooperative and constructive in all that we do.

3. INTEGRITY AND CONFIDENTIALITY

It is expected of our Lessees to:

Be cost-effective and economical in the use of the resources of The Goods Shed.

To be dedicated to the service of clients in The Goods Shed.

To protect the interests of The Goods Shed, to protect and keep its name high at all times.

To be trustworthy and reliable in the execution of instructions and responsibilities in a superior manner.

PLEASE NOTE THE MANAGER OF THE GOODSSHED DOES NOT MAKE THE RULES & REGULATIONS HE/SHE MUST ENFOCE IT ONLY AS INSTRUCTED PER HIS/HER EMPLOYER

HEREWITH THE LESSEE DECLARES THAT ALL INFORMATION ON THIS LEASE AGREEMENT IS CORRECT AND SIGNS THIS LEASE AGREEMENT OF FREE WILL AND ACCEPTS IT AS SUCH AND WILL ADHERE THERETO.

SIGNED AT MOSSEL BAY, THE GOODS SHED, ON THIS

..... DAY OF 20.....

SIGNED AT MOSSEL BAY, THE GOODS SHED, ON THIS

..... DAY OF 20..... AND EXPIRES ON.

LESSEE:

LESSOR:

.....
LESSOR

.....
LESSEE

.....
WITNESS

.....
WITNESS

THE GOODS SHED



MOSSEL BAY

REGARDING ANY ALCOHOL USE IN THE GOODS SHED

1. No alcohol or any other strong liquor/liqueurs are allowed to use or to be used in any stall at all times during business hours in the Goods Shed.
2. No person on duty in die Goods Shed will consume any alcohol before or during working hours during advertised Goods Shed business hours.
3. The permit of any person/persons who consumes any alcohol, smells of alcohol or is under the influence, will be revoked immediately and must immediately vacate the work place or display space in the case of an owner or temporary season stall. Personnel will be asked to leave the Goods Shed immediately.
4. No owner or any personnel will have any test or taste sessions. No alcohol/liquor/test or tasting will be allowed before or during working hours whatsoever.
5. Any owner/personnel on duty and under the influence of alcohol will be sent for a percentage alcohol test at the cost of the owner of the display space and will be arranged by the Management of the Goods Shed. The account will be for the cost of the concerned owner and personnel.

Your cooperation will be appreciated.