

CY CREATIVE YOU 2024
24 – 29 September 2024
Durbanville High School Campus, Durbanville

CY CREATIVE YOU 2024 MARKET APPLICATION PROCESS

Only applications submitted via our electronic link will be considered.

Applications Open:	5 April 2024
Applications Close:	5 May 2024
Selection Week (in person, you will be invited):	13 – 17 May 2024
Final Approval & Invoice to successful applicants:	25 May 2024
Payment due:	25 June 2024

Selection process: Once applications have closed, the selection process will commence, with us considering your online application and PDF document with photographs. We will invite you to our selection week should we require more information and want to meet you. Any communication or viewings before the final selection is made does not imply any type of approval. The CY Creative You team reserves the right to select vendors for CY Creative You 2024.

CY CREATIVE YOU 2024 COLLABORATOR CRITERIA

CY Creative You 2024 is about celebrating creativity. Our criteria when looking at applications will be to see how your product inspires your life, your community and your clients. End-products must be locally designed, manufactured or assembled. We are passionate about trendsetting, unique, credible and refreshing product offerings. We therefore welcome dynamic new collaborators.

The final selections will be made by taking into consideration the number of vendors we can accommodate given the growth of the market each year. It is also important to us that there is minimal duplication of products (as far as possible), to ensure that all vendors receive a fair opportunity to trade.

PAY POINT SYSTEM

We want to encourage each vendor to be their own best ambassador. We believe manning your own shop will be beneficial to your sales and will significantly reduce security risks. You will be supplied with a cashless device for all sales. There will be “shops” where there will be a smaller central pay point system in place for vendors that are not able to have their shop fully staffed. See the different options below.

INFRASTRUCTURE

Please note that we will provide infrastructure in the form of marquees, stable flooring (not applicable to food court traders), counters (applicable to food court traders only), electricity and cashless devices. Refer to options below for costs where applicable. We will **NOT** supply tables, partitioning or any other form of shop fitting. We want you to build your own shop space to display your fabulous product offering.

FEES & COMMISSION STRUCTURE

Trading Space Entry Fee	As per table below	
Cashless Device Rental (vendors, food trucks, drinks & beverages in food court)	R500 per device (excl 15% VAT)	
Commission Structure Commission on total sales + 15% VAT on Commission Amount + 5% Banking Fees (Banking Fees applicable to cashless devices only)	Vendors with market supplied cashless devices	15% (excl VAT) + 5%
	Vendors in Shop with central pay point	25% (excl VAT)
	Food Court with market supplied cashless devices	10% (excl VAT) + 5%
	Food Trucks with market supplied cashless devices	10% (excl VAT) + 5%
TRADING SPACE ENTRY FEE		
SIZE		COST (Incl VAT)
4m ²		R1,104
6m ²		R1,656
9m ²		R2,484
Larger than 9m ²		R253/m ²
Drinks and Beverages in Food Court (on grass in tent, minimum 6m ² . Larger than 6m ² will be charged at R253/m ² for total space)		R2,484
Food Truck (6 days)		R1,725
No additional commission or fees will be charged.		

TRADING SPACE OPTIONS

(Please note that we will honour your selection as far as possible, but the final allocation will be confirmed based on available space)

Option 1: Trading space inside Marquee with stable flooring, lighting and electricity, own shop fitting. Your trading space to be staffed for the trading hours of the market, handling all your own sales with a **market provided cashless device.**

COST: Floor space as chosen above + R500 excl VAT rental for cashless device + 15% Commission on sales excl VAT + 5% Banking Fees.

Option 2: Trading space inside Marquee with stable flooring, lighting and electricity, own shopfitting. Your trading space can be staffed for the trading hours of the market, but all sales will go through the **Central Pay Point.**

COST: Floor space as chosen above + 25% Commission on sales excl VAT.

Option 3: **Drinks and Beverages in Food Court:** Trading space inside the food court with lighting, electricity and serving counter. Your trading space to be staffed for the trading hours of the market, handling all your own sales with a market provided cashless device.

Serving counters will be provided by the Market. Vendor to provide applicable health and safety certificates. Any other infrastructure to be supplied by vendor.

COST: Floor Space as chosen above + 10% Commission on sales excl VAT + 5% Banking Fees

Option 4: **Food Truck (6 days)**
Your trading space to be staffed for the trading hours of the market, handling all your own sales with a market provided cashless device.

COST: R1,725 + 10% Commission on sales excl VAT + 5% Banking Fees

FREQUENTLY ASKED QUESTIONS:

- If your online application was submitted correctly, you will receive a copy of your application via email. Please keep this copy for your own record.
- If you need to correct an error made on your application, please do not submit another application. Send an email to **vendor@thecollective.co.za** and we will confirm the changes on your application.
- If selected to be part of the “shops” we will provide you with barcodes.
- All payments will go directly to our cashless device partner and the vendor will receive a mid-market payout (excluding commission) and a final payout 14 days working days after the last trading day. With this final payout, all outstanding fees and commission will be subtracted.

TERMS & CONDITIONS

- The registration fee to secure your space is non-refundable, unless Covid-19 restrictions or any event out of our control prohibits The CY Collective PTY Ltd (CY Creative You Market) from taking place.
- The registration fee is non-transferable.
- Please ensure that you supply us with the correct email address for correspondence. If we are unsuccessful in reaching you during the selection process your application will be disregarded. We will communicate only with one email address per vendor. If you need information to be distributed to your team, this will be your responsibility.
- The organisers reserve the right to suggest changes to your product pricing, styling etc.
- You will be required to replenish depleted stock during the course of the market at specific time slots, which will be communicated to you.
- All items are displayed at vendor’s own risk and The CY Collective Pty Ltd accepts no responsibility for damages or the loss of any items.
- Each shop owner is responsible for setup, styling and stock supply during the 6 days.
- All product sales will go through the market’s central pay point system or through a cashless device provided by The CY Collective Pty Ltd. If it is discovered that sales are made using any other payment method, the vendor’s shop will be closed with immediate effect, forfeiting all fees and any future participation of any markets hosted by The CY Collective PTY Ltd.
- All payments will go directly to our cashless device partner and the vendor will receive a mid-market payout (excluding commission) and a final payout 14 days working days after the last trading day. With this final payout, all outstanding fees and commission will be subtracted.
- The CY Collective PTY Ltd is VAT registered i.e. VAT will be charged on all invoices issued to vendors and commission paid out to vendors.
- All vendors must ensure that stock and gas levels (food traders) are sufficient according to each day’s set trading hours. A fine of R500 will be charged for each hour that trading stops.
- All food traders must have the required health and safety certificates, gas certificates, business licenses and Certificate of Acceptability present at all times.
- Any vendor trading in alcohol, please note that The CY Collective PTY Ltd will apply for a general liquor license and a once off fee will be charged.
- Your space will only be confirmed once you have paid your trading space fee and sent your signed agreement. If your registration fee is not paid by the due date your space will automatically be cancelled.
- All vendors must adhere to the Copyright Act.
- All vendors must adhere to the rules and regulations of the venue.
- The CY Collective PTY Ltd reserves the right to determine the final layout of the market.