



## - STALL VENDOR APPLICATION -

- Applications are open for stall vendors at the **SPU Community Big Walk**.
- This is a one-day event on **Saturday, 15 March 2025** from **07h00 to 12h00** at **Suzuki Stadium**
- Entrance to the Lifestyle Market is FREE. Vendors are encouraged to promote the event to ensure maximum exposure and support at their stall.

**To reserve a stall, please complete the registration form below with payment by Friday, 07 March 2025**

COSTS FOR STALL SPACE (3m x 3m)		
General Public – R250	Business/ Corporate – R1000	Students – R100 <small>(must have valid Student Card)</small>

### Banking Details:

Bank Name:	First National Bank
Account Name:	Sol Plaatje University
Account Type:	Public Sector Cheque Account
Account Number:	6243 251 8978
Branch Code:	230 102
Reference:	market25_namesurname/companyname
Proof of Payment (POP):	<a href="mailto:markets@spu.ac.za">markets@spu.ac.za</a>

### Important to note:

1. Food Vendors must have a valid Certificate of Compliance (COA) and/or a Business License upon submission as well as Fire Certification as and where required.
2. If you do not have the above certifications, you must apply for them at your own cost through the Sol Plaatje Local Municipality.
3. Vendors must bring their own equipment (table, chairs, gazebos, etc.). None will be provided by SPU of which set-up must be completed no later than 7am on the day of the event.
4. Registration fees are **non-refundable**.
5. Approved vendors will be notified per email and/ or telephone within 3 business (work) days of the outcome of application.
6. Approved vendors must complete an indemnity form and Service Level Agreement (SLA) from the University to operate on its premises.

To register, please complete the form below and email to [markets@spu.ac.za](mailto:markets@spu.ac.za) by Friday 07 March 2025

**VENDOR APPLICATION/ REGISTRATION FORM:**  
(2025) SPU Community Big Walk | Lifestyle Market

Company Name (if applicable):			
Name & Surname:			
ID Number:			
Student Number:			
Home Address:			
Email Address:			
Cellphone Number:			
Detailed description of goods to be sold on the day:			
Do you require electricity for your stall?	<b>Note:</b> Your selection does not guarantee confirmation of electric supply. There is a limited supply and if approved, you will need to bring a non-surge outlet and extension to be connected.	<b>Yes</b>	<b>No</b>
Applicant Verification:	Signature:	Date:	

**INTERNAL VERIFICATION (FOR OFFICE USE ONLY):**

1. COMPLETED REGISTRATION FORM RECEIVED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. REQUIRED DOCUMENTATION RECEIVED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. PROOF OF PAYMENT ATTACHED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. REQUEST VETTED BY: (NAME & SURNAME)		Signature: _____ Date: _____
5. APPROVER 1: (NAME & SURNAME)		Signature: _____ Date: _____
6. APPROVER 2: (NAME & SURNAME)		Signature: _____ Date: _____