



# WINDHOEK MARKET

05 - 06 DECEMBER 2025

CHRISTMAS BASKET - A TIME OF GIVING



**APPLICATION FORM: EXHIBITORS**

FULL NAMES & SURNAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**Types of activity applied for (Tick ✓)**

Stalls	Size and Price		
	Arts and crafts	3x3m	N\$200.00
Bar / lounge (should supply own tent and equipment)	3x6m	N\$2000.00	
Farm dairies and products	3x3m	N\$200.00	
Food and soft beverages	3x3m	N\$600.00	
Kiddies' activities (jumping castle, mascots. etc.)	3x3m	N\$600.00	
Secondhand goods sale	3x3m	N\$200.00	
Other (specify)(plants, biscuits, etc. variety)	3x3m	N\$200.00	
Corporates	Tick (☑) size and price		
	3x3m	3x6m	3x9m
	N\$2000.00	N\$4000.00	N\$6000.00
Corporates			

Kindly indicate what energy source will you use when preparing food?

Fire                       Gas                       Electricity: (Specify equipment)

Gas and fire will not be allowed to be used together in the same stall.

**CLEARLY DESCRIBE GOODS/SERVICES THAT WILL BE OFFERED:**

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**MARKET DAY INFORMATION**

- The selection committee reserves the right to approve and dis-approve the application.
- Exhibitors will be expected to pay Stalls (registration fee) as above rates.
- The Market will take place on Friday, 05 December 2025, from 09h00 - 22h00, and on Saturday, 06 December 2025, from 09h00 until 22h00.
- Exhibitors must ensure that their stands are fully set up and operational by 08h00 daily.
- Exhibitors will receive 2 access cards to be used to do set up from 07h00-08h00 on both days. Security will not allow access without an access card.
- No Exhibitors will be allowed to enter the market for deliveries or set up after 08h00.
- After 08h00 no vehicle entry will be allowed to drop off any equipment/goods/stock.
- All Gazebos must be functional.
- Exhibitors are responsible for the safety of their own products and must pack up and take along their products at the end of each day.
- Exhibitors who sell products not registered for or approved will be removed with immediate effect and cannot claim any refunds.
- Exhibitors must ensure that their stands are controlled, as well as ensuring that their immediate surrounding is kept clean.
- Briefing Sessions will be communicated to the various groups.

**Enquiries:**

Application forms can be collected at Soweto Market, Bokamoso Entrepreneurial Centre, Customer Care Centre in Town or requested from [whkmarket@windhoekcc.org.na](mailto:whkmarket@windhoekcc.org.na)

**Customer Care Contact Persons:**

Mr Wayne Kapukare, [Wayne.Kapukare@windhoekcc.org.na](mailto:Wayne.Kapukare@windhoekcc.org.na), Tel: +264 61 290 2067 /  
Ms. Tilly van Neel, [Maria.VanNeel@windhoekcc.org.na](mailto:Maria.VanNeel@windhoekcc.org.na), Tel: +264 61 290 2067

**Application can be emailed to:** [whkmarket@windhoekcc.org.na](mailto:whkmarket@windhoekcc.org.na)

**APPLICATION DEADLINE: FRIDAY, 14 NOVEMBER 2025 @ 12:00 AM.**

- ONLY SUCCESSFUL EXHIBITORS WILL BE CONTACTED ON 19 NOVEMBER 2025.
- SUCCESSFUL EXHIBITORS WILL BE ISSUED WITH AN INVOICE.
- SUCCESSFUL EXHIBITORS TO MAKE PAYMENT OF EXHIBITION SPACE BETWEEN 20-25 NOVEMBER 2025 BEFORE 12:00AM.
- LATE PAYMENTS AFTER 03 DECEMBER 2025 WILL **NOT BE ACCEPTED** AND YOU WILL FORFEIT THE OPPORTUNITY TO EXHIBIT.