



Vendors – Food, Drinks, Kiddies entertainment

Type/Category	Description - examples	Price (4 days)
Food	Western cuisine, traditional, kiddies	N\$ 500
Drinks (Bar)	Soft drinks, water, ciders, beer, liquor, cocktails	N\$1,000
Traditional drinks & other beverages	Tombo, Ombike, coffee, tea, hot chocolate	N\$ 350
Kiddies sweets & drinks	Popcorn, chips, candy, candy floss, ice cream, slushies, potato spirals	N\$ 500
Kiddies activities	Jumping castle, face paint, scooters, pedal cars, e-games	N\$ 500
Goods	Clothing, jewellery, plants, crafts, art, cosmetics, food stuff (biltong, chutney, cake, etc.)	N\$ 500

- Only successful applicants will be informed.
- An invoice will be issued and payment should be made within 2 weeks.
- For more information contact Mr. Pendukeni Valipo, at Tel: 061-2903023, Pendukeni.Valipo@windhoekcc.org.na
- Completed application forms can be
 - e-mailed to Pendukeni.Valipo@windhoekcc.org.na **OR**
 - handed in at the Windhoek Fire Brigade Headquarters (Simataa Khama street, Northern Industrial Area) **OR**
 - handed in at Customer Care (City of Windhoek, Independence Avenue).

APPLICATION DEADLINE: Friday, 4 September 2026 at 16:30.



Vendor Application Form

Stall Name _____

Contact Person _____

Mobile Number _____

Email Address _____

Type of Stall	☐	Food	N\$ 500	☐	Kiddies' sweets & drinks	N\$ 500
	☐	Drinks (Bar)	N\$1,000	☐	Kiddies Activities	N\$ 500
	☐	Traditional drinks and other beverages	N\$ 350	☐	Goods	N\$ 500

Bar License ☐ Yes ☐ No ☐ Not Applicable

Energy Source ☐ Wood/Coals ☐ Gas ☐ Electricity ☐ None

TERMS AND CONDITIONS

- **Only successful applicants will be contacted.**
- The vendor fee is payable only by successful applicants after receipt of an **invoice**.
- A **3m x 3m size space** will be provided.
- Vendors should have **own equipment**, e.g. gazebos (no pitching of tents), bar counter, fridges, electrical cables, gazebos, tables, etc.
- **Set-up** must be done between **06:00 and 07:30 on 7 October**.
- Stalls must **remain for the entire event**.
 - Wednesday 08:00 – 19:00
 - Thursday 08:00 – 19:00
 - Friday 08:00 – 20:00
 - Saturday: 08:00 – 22:00
- All stalls should be **packed up** and everything should be **removed and cleaned on Saturday after 22:00**.
- Stalls should be **neat and tidy** and it is recommended to **decorate** it according to a "Fire" theme.
- **No sale of bottled drinks** (only plastic and cans).
- Stalls should comply to all **health and safety** requirements.
- Successful applicants
 - should submit a **price list** of all items on sale with the application form.
 - Successful applicants to display price list at the stall. Prices may not be increased during the event.
- **Food vendors are not allowed** to sell any sort of **drinks**.
- Fire may only be made on a proper braai stand and not on the grass/ground/track; Ash, coals and oil must be disposed of in the containers that will be provided by the organisers
- If the vendor wants to provide **seating for their customers**, it should be discussed with the organisers first.
- Successful applicants should submit a **liquor license** by 18 September 2026.

SIGNATURE OF APPLICANT: _____ DATE: _____