WINDHOEK CHRISTMAS MARKET

04-05 DECEMBER 2026

JOYFUL HEARTS – FESTIVE STARTS

City of Windhoek
The Gateway to Endless Opportunities

APPLICATION FORM: EXHIBITORS

FULL NAMES & SURNAME: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

Types of activity applied for (Tick ✓) Select only on activity

Activity		Size and Price	
Arts and crafts		3x3m	N$ 150.00
Bar / lounge (should supply own tent and equipment)		3x6m	N$ 1 500.00
Farm dairies and products		3x3m	N$ 150.00
Food and soft beverages		3x3m	N$ 500.00
Kiddies' activities (jumping castle, mascots. etc.)		3x3m	N$ 500.00
Secondhand goods sale		3x3m	N$150.00
Other (specify) (plants, biscuits, etc. variety)		3x3m	N$150.00

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 per above rates. **NO REFUNDS!**
- The Market will take place on Friday, 04 December 2026, from 07h00 - 22h00, and on Saturday, 05 December 2026, from 07h00 - 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 06h00 - 08h00 on both days. Security will not allow entry without an access card or after cut off time.
- No Exhibitors will be allowed to enter the market for deliveries or set up after 08h00.
- All Gazebos must be functional and good working condition.
- 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 from site 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, Oshetu Market, Bokamoso Entrepreneurial Centre, Customer Care Centre in Town: counter 4

Customer Care Contact Persons:

Ms. Kaino Shivute: +264 61 290 2067/ Ms. Vicky Mukalele: +264 61 290 2205

Application can be emailed to: via@windhoekcc.org.na; Ida.Hekandjo@windhoekcc.org.na

APPLICATION DEADLINE: THURSDAY, 19 NOVEMBER 2026 @ 16:30

- ONLY SUCCESSFUL EXHIBITORS WILL BE CONTACTED ON 23 NOVEMBER 2026.
- SUCCESSFUL EXHIBITORS WILL BE ISSUED WITH AN INVOICE.
- SUCCESSFUL EXHIBITORS TO MAKE PAYMENT OF EXHIBITION SPACE BETWEEN 23-27 NOVEMBER 2026 BEFORE 12:00PM.
- LATE PAYMENTS AFTER 27 NOVEMBER 2026 WILL **NOT BE ACCEPTED** AND YOU WILL FORFEIT THE OPPORTUNITY TO EXHIBIT.