



Central Gauteng Aquatics Vendor Policy for 2016-2017 Season

Background

Due to the increase in the number of swimmers, CGA has made more galas/events available so that all participants have adequate opportunities to compete. This increase in the number of galas also means that there are more opportunities for vendors to attend CGA events and use the opportunity to sell their wares.

In order that CGA retains some benefit from having outside vendors at its events, it is necessary to put a policy in place so that all parties are aware of the guiding principles for a mutually successful relationship.

Purpose

The purpose of this document is to initiate the development of a CGA Vendor Policy, which is clear and consistent and can be considered for adoption into CGA bye-laws and thereby circulated to the necessary parties, which could include municipalities and CGA event co-ordinators and officials.

Scope

This policy shall apply to all swimming galas organised and conducted on a provincial basis by CGA.

This policy shall NOT apply to any other swimming galas which are organised by any affiliated club, school or similar entity.

Policy Statement

The CGA Vendors Policy is that:

- All vendors are required to submit an application to CGA for consideration in relation to that vendor being permitted to sell goods at CGA events.
- All vendors agree to transfer to CGA a fee which equates to 10% of the profit made at each event attended.

This policy relies on an honour system and it is not CGA's intention to review vendors' accounts in relation to costs, selling prices and profits.

Policy Application

CGA hosts events and galas at many locations throughout Gauteng – these are mainly at the following venues:

- Wahoo Aquatics Centre, Sunninghill

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- Coronationville pool, Johannesburg
- St Andrews School for Girls, Bedfordview
- St Benedict's school/college, Bedfordview
- Delville, Germiston
- Ellis Park, Johannesburg

At the beginning of the season a gala and events calendar is produced – this is updated periodically throughout the season. The latest calendar will be made available to any vendor on request.

Any vendor who wishes to sell goods at a CGA event must submit an application form, preferably at the beginning of the season, but in any event not later than two (2) weeks before an event. The application must be completed in full in order that it may be given due consideration by the CGA Executive Committee. Note is to be made that granting of permission is not guaranteed as there are several considerations which must be taken into account, inter-alia:

- Venue
- Existing permanent vendors at the venue in question
- Number of vendors selling similar goods
- Space
- Utility requirements for the vendor, such as power

All outside, non-permanent vendors will be given an equal opportunity to attend CGA galas.

In some cases, it may not be possible for CGA to grant permission to an outside vendor due to existing arrangements at the venue concerned.

Should permission be granted, all vendors will be required to sign in when they arrive at a gala – sign-in is to be done at the gala admin office where the list of vendors will be kept.

A record will be kept of the galas, together with a vendors list – “as submitted” and actual (as signed in) will be recorded.

All fees are to be paid to CGA directly, using the vendors' name as a reference and should fees not be transferred to CGA in a timely manner, further granting of permission to attend CGA events may not be granted.

It should be noted that CGA is a non-profit organisation and all fees paid by vendors will be directed back into swimming.

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NAME OF VENDOR	
NAME OF OWNER OF THE BUSINESS	
TYPE OF BUSINESS, E.G. CC, SOLE PROPRIETOR	
REGISTERED – Y/N	
IF REGISTERED, REGISTRATION NUMBER	
ADDRESS OF BUSINESS (PHYSICAL)	
ADDRESS OF BUSINESS (POSTAL)	
CONTACT TELEPHONE NUMBER (LAND LINE)	
CONTACT TELEPHONE NUMBER (MOBILE)	
FAX NUMBER	
E-MAIL ADDRESS	
TYPE OF GOODS TO BE SOLD – DESCRIPTION	
IF FOOD OR BEVERAGE-RELATED, DOES THE BUSINESS HAVE A CERTIFICATE OF ACCEPTABILITY? IF YES, THEN PROVIDE A COPY OF THE CERTIFICATE.	
GALAS/EVENTS APPLIED FOR	
ANY OTHER PERTINENT INFORMATION	

SIGNED BY:

PRINT NAME:

DATE:

DESIGNATION: