



RUNDU ANNUAL TRADE FAIR APPLICATION FORM

23th OCTOBER 2026 – 31st OCTOBER 2026

Private Bag 2128, Rundu, Namibia Cell: 085 251 2766/081 314 8639 or 081 729 1176 E-mail: tradefair@rundutown.org

APPLICATION FORM FOR STALLS

Name of Exhibitor			
Company Name			
ID Number/Passport Number		Job Title:	
Physical Address And Postal Address			
Contact No.	Tel:	Cell:	
E-mail			
Country of Origin (For Foreign Exhibitors)			

Please select the required stall type with an "X" and provide the total number of stalls required below.

Stall category	Mark (indicate preferred stall) with an x	Price (N\$)	Number of Stalls
Inside 3x3m stall (Corporate/GRN)		5 000.00 (incl. one v/pass)	
Inside 3x3m stall (SME/Others)		3 000.00	
Outside 12x6m own stall (Corporate/GRN)		3 500.00 (incl. one v/pass)	
Outside 12x6m own stall (SME/Others)		3 000.00	
Agriculture stall & Kraal Usage		2 000.00	
Outside 3x3m own stall kiddies		2 000.00	
Outside 3x3m own stall (SME)		2 000.00	
Outside 3x3m own stall (Corporate)		2 500.00 (incl. one v/pass)	
Own stall/tent for food & beverages		4 500.00	

Passes		N\$	Number of Passes
Extra Exhibitor Gate pass (per person)		300.00	
Vehicle pass (Duration of the Trade Fair)		300.00	
Vehicle pass (per entry)		30.00	
Public parking (eastern side)		30.00	

Exhibition Category: Please select the required stall type with an "X"

Real Estate/Properties (Corporate/GRN)	Tourism & Hospitality	Health and Allied Service	Small Scale Enterprise
Media/IT	Stationery & Publishing	Art & Craft/Traditional/Indigenou s	Regional/Local Authority Council
Banking Institution	Fisheries & Marine Resources	Educational Institution	Toys
Agriculture	Manufacturing and Industry	Non-Banking Financial Institution	Automotive/Transport
Other specify:	Energy Sector	Clothing & Textiles	

Product and Service information:

1. What product(s) and service(s) will you be exhibiting?

2. What is the description of your structure if you are going to provide your own stall? (e.g. tent)
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Erection of Stalls	The exhibition ground will be available for erecting stands from 21-22 October 2026. Security guards will be on-site from that day.	
Dismantling of Stalls	This exercise will be done on Sunday 1st of November 2026. Please note that Rundu Town Council/Rundu Trade Fair takes no responsibility for the safety of goods after this date.	
Opening Times	Exhibitors: 8h30AM	Public: 09h00AM
Closing Times	Exhibitors: 21H30 PM	Public: 21H00PM
Liquor license	All exhibitors should own a copy of a liquor license.	
Entrance Fee	Adults: N\$30.00	Children: N\$10.00 (Under 18yrs)
Extras	Name badge: Only two per stand	

Terms and Conditions:

1. A completed and signed Application Form, together with proof of payment (deposit slip), must be submitted by **30 September 2026** via hand delivery or email. Late submissions will not be accepted and no refund will be affected. Also, no refunds will be issued for failure to pay in full by the due date or for non-attendance to the event.
2. All payments for stalls and passes must be made to:

Bank Account Details	
Account Name	Rundu Town Council
Bank	First National Bank
Account Number	62010112952
Branch Code	281273
Branch	Rundu
Reference No.	70811500

3. Only full payments are allowed (No half payments or deposits are allowed).

4. **Late applications will only be considered if space is available. The Rundu Town Council reserves the right to allocate any available space, and no refunds will be issued for late submissions due to different space allocations.**
5. No refund shall be affected should the exhibitor fail to turn up for the exhibition.
6. Water and electricity costs are included in all prices of stalls.
7. Trading of prohibited goods is not allowed.
8. Exhibitors should provide their well-insulated electrical cables.
9. No exhibitor is allowed to sleep at a stand or tent inside the show grounds.
10. Exhibitors are responsible for ensuring their stalls are safe and comply with the health & safety regulations.
11. Any hazardous materials will not be permitted or dangerous practices
12. When the stage and sound system are set up, all exhibitors at the entertainment area must lower their internal music from 18h00 to allow the DJ to play from the stage. During performances, all music in tents must be turned off until instructed otherwise.
13. Only canned beverages are allowed to be sold. Beverages that are not available in cans (e.g., Savanna) may be sold, but strictly no large bottles are permitted at the stands.

I, the undersigned hereby duly confirm that the details provided in this form are accurate and complete. I have read, understood and agree to the terms and conditions outlined above.

Applicant Signature: _____ **Date:** _____

For Office Use only			
Received by _____	Amount N\$ _____	Date _____	
Processed by _____	Date _____		
Allocated _____			
Not Allocated _____			
Rundu Annual Trade Fair 23rd October 2026-31st October 2026			