



HART EVENTS

Physical & Postal Address: 51 Chapmans Peak Avenue,
Gordon's Bay, Western Cape
7151

Website: <https://hartevents.co.za>

Company Registration#: 2004/092261/23

VAT Registration #: 438 022 3182

Email Address: info@hartevents.co.za

AfskopFees 2023 Vendor Application

Vrydag 15 September 2023

Trading Name:	
Company Reg Name:	
Directors:	
Directors I.D.:	
Contact Person:	
Contact Cell Number:	
Email:	
Products:	

Arts, Crafts, Merchandise & Coffee:

Food Stall:

(Please select attending date with "X" or both for duration of event)

DATE	ATTEND	Cost Per Day		3m x 3m Stand	3m x 6 m Stand
27 Oct		R600		R900	R1100
28 Oct		R600		R900	R1100
BOTH		R1200		R1800	R2200

Please also complete the s as well as the terms and conditions following in page 2.



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Terms and Conditions

- Die Afskop Fees/ and or Thople Investments 19CC will not be responsible for any loss of income whatsoever during the festival.
- The vendor accept that he/she applied on free will, thereby: read, understood and accepted the Terms and Conditions stated by Die Hart van Helderberg.
- Entrance to the Festival Grounds is entirely at your own risk. Afskopfees and or / Thople Investments 19cc do not, and will not accept any responsibility for any claim arising out of the injury, death, theft, loss or fire, or damage to you or your property including that of a third party, when within the confines of Festival Grounds.
- The festival grounds is a no smoking premises, except for the designated smoking areas.
- Misbehaviour will not be tolerated and can lead to a ban (of a person or a vendor stall) from the festival grounds without any compensation.
- In no way will the vendor, or any person in association to/with the vendor, put the name or reputation of the festival or it's employees in a bad/negative light.
- **The vendor will promote, market and advertise the festival on their social media platforms.** Fail to adhere to this term can lead to a fine or an immediate termination of contract without compensation.

Force Majeure

- Die Afskopfees and or Thople Investments 19 cc may declare a force majeure on any event or force that the vendor regards as uncontrollable by him, that lead or may lead to any negative impact on the vendor or other effected parties.

I (Full name and surname) _____ I.D. nr _____

Owner of (Vendor Trading Name) _____

Signed at _____ on the ____ Day of _____ 2023

hereby accept that I have **read, understood and agreed** to the terms and conditions stated on this document, as well as the Vendor Application Form I received from AfskopFees.

Event Organiser

Vendor



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Event Vendor Information

1. ALGEMENE INLIGTING

- Lees alle inligting sorgvuldig deur.
- Een aansoek verteenwoordig een stalletjie of aaneenlopende dubbel stalletjie.
- Twee aansoeke moet dus ingedien word vir twee aparte stalletjies.
- Stalletjies moet altyd beman word vanaf 10.00 tot 22.00 daaglik
- Laai visuele materiaal op wat jou produkte toon. Hierdie materiaal help ons om 'n beter idee van jou produkte te kry.
- NEEM ASSEBLIEF KENNIS. Fees Organiseerder behou die reg voor om te stipuleer watter tipe kos (wat voorberei word op die terrein) jy mag verkoop.
- Plek: Charles Morkel Sportterrein, Strand. Finale staan plek sal uit gewys word.

2. BETALING BANK BESONDERHEDE

Rekening Naam:	Thople Investments 19 CC t/a Hart Events
Bank:	Standard Bank
Bank kode	051 001
Rekeningnommer	301 298 467
Verwysing	Stalletjiernaam

Tesame met jou volledig-voltooid aasoekvorm, stuur ook die bewys van betaling asseblief.
E-pos na lee@hartevents.co.za

3. KONTAKBESONDERHEDE

Naam van stalletjie	
Naam en van van kontakpersoon	
ID Nommer	
Telefoonnommer	
e-pos adres	
Kaartfasiliteite beskikbaar?	NEE JA. Watter tipe: YOCO, SNAPSCAN, IKHOKO, QR kode, DEBIT/CREDIT CARD masjien (omkring asb.)



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KOS VOORBEREI OP TERREIN - Lys asseblief

Produk	Produkbeskrywing	Goedgekeur
Hoof produk(te)		
Ander produkte		

4. SLEEPWAENTJIE

Indien jy 'n sleepwaentjie gaan gebruik om goedere te karwei, en dit op die terrein gaan laat vir die feestydperk, verskaf asseblief die volgende inligting:

Voertuig registrasienommer	
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5. BEMANNING VAN STALLETJIES

- Daar moet te alle tye een persoon wees wat elke stalletjie beman tussen 10.00 en 22.00.
- Op geen stadium mag 'n stalletjie nie beman wees nie.
- 'n Maksimum van 3 (drie) persone per stalletjie sal toegelaat word vir akkreditasie-doeleindes.

Naam en van	Telefoonnummer
1	
2	
3	

6. ELEKTRISITEIT

Daar word geen kragpunte verskaf vir individuele stalletjies nie. Daar sal wel genoeg beligting wees.

6.1. KRAG OPWEKKER

Indien jy van 'n krag opwekker gebruik gaan maak, dan moet dit 'n klankdemper he asook een (1) draagbare brandbestrydingtoerusting daar naby staangemaak van ten minste 9 kg.

7. INFRASTUKTUUR VAN STALLETJIES

- Die Fees Organiseerder verskaf geen infrastruktuur nie - slegs 'n uitstalruimte soos bespreek deur die stalletjie-houer.
- Stalletjie-huurder is verantwoordelik vir sy/haar eie infrastruktuur.
- Infrastruktuur moet in 'n goeie toestand wees.
- Stalletjies moet te alle tye netjies en skoon gehou word.
- Indien 'n stalletjiehouer die stalletjie-spasie sou beskadig, sal die stalletjie-houer verantwoordelik gehou word vir die vervangingskoste daarvan. DIE AFSKOPFEES sal 'n faktuur aan die stalletjiehouer uitreik wat binne 30 dae na die uitreikingsdatum betaal moet word.



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- Sleepwaens vorm nie deel van die stalletjie-spasie nie en moet verwyder word na die aangewese parkeerarea op die terrein.
- Geen sleepwaens mag in oop ruimtes tussen stalletjies gestoor word nie.
- Geen persoon mag oorslaap op die terrein nie. Daar is sekuriteitwagte wat in die nagte die terrein patroleer.
- Stalletjies moet voldoende verstewig wees teen moontlike wind wat kan waai.
- Fees Organiseerder neem geen verantwoordelikheid vir die beskadiging van enige infrastruktuur nie – dit is en bly die verantwoordelikheid van die stalletjie-houer.

8. ADDISIONELE VOORSKRIFTE

- Alle stalletjies sal draagbare brandbestrydingstoerusting he van ten minste 9 kg DCP poeier. Geen uitsonderings nie - dit geld vir alle kos en handelaarstalletjies.
- Alle brandbestrydingstoerusting moet gediens gewees het die afgelope 12 maande.
- Stalletjies sal oopmaak 10.00 in die oggende en toemaak 22.00 die aande.
- Stalletjies sal gepak wees voor 09.00 elke dag.
-

Kosstalletjies (wat kos voorberei op die terrein)

- Indien kosstalletjies met diep olie werk, moet daar 'n brandkokers wees.
- Noodhulptasie.
- Hande -opwasbak of emmer.
- 25 l emmer met vars water.
- Hand saniteerder beskikbaar.
- CoA, Besigheidslisensie asook geldige LPG/elektriese installasie sertifikate moet vertoon wees.

Indien 'n kostrokkie gebruik gaan word, verskaf asseblief die grootte:

Lengte	Breedte	Hoogte

9. GROOTTE VAN STALLETJIE

- Jou uitstalruimte moet gazebo penne en/of konstruksie asook jou naambord/e insluit.
- DIE AFSKOPFEES 2023 aanvaar geen verantwoordelikheid vir die verskaf van enige inkorrekte inligting oor stalletjie groottes en -beskrywings tydens die aansoekproses nie.
- Geen stalletjies sal tydens die fees verskuif word nie.
- In die geval waar stalletjies groter is as die voorgeskrewe grootte, behou die DIE AFSKOPFEES 2023 die reg voor om 'n beslissing te maak oor die aantal stalletjies wat die aansoeker se behoefte die beste sal akkommodeer - die toepassing waarvan 'n addisionele koste vir die stalletjiehouer sal wees.
- Stalletjiehouers mag alleenlik handel dryf binne die geallokeerde uitstalspasie.

10. NAGAAN LYTE

Sien aangehegte Lyste om seker te maak al jou goed is in orde.

11. ONDERNEMING DEUR STALLETJIE-HOUER

- ✚ Ek aanvaar die bepalings en voorwaardes soos hierin uiteengesit, onderhewig aan goedkeuring.
- ✚ Ek verklaar dat die inligting hierin verskaf, korrek is.
- ✚ Visuele materiale van produkte aangeheg aan hierdie aansoekvorm.
- ✚ Kos stalletjies: Heg asseblief CoA, Besigheidslisensie en LPG/Elektriese sertifikate aan by hierdie aansoek.



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12. GOEDKEURING VAN UITSTALRUIMTE

- Die besluit van die keuringkomitee sal per e-pos gekommunikeer word.
- Keuring en verwittiging sal deurentyd plaasvind **tot en met Woensdag 20 Oktober 2023**.





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Guidelines

The following are to be provided at any informal food trading site at all times:

A valid "hawking in meals" trading licence (business licence) and Certificate of Acceptability

(CoA) must be obtained from City of Cape Town's Environmental Health office (Business Licence Application Form). There is a new form and your old application must be taken in to the offices and a new CoA obtained.

- Suitable containers for the storage of clean and waste water (25 litres). o All working surfaces must be of a smooth, washable and of impervious material. o Clean aprons/overalls and hair nets must be worn. o Braai-tongs and food handling utensils must be used. o Cooked/raw meat displayed must be covered and stored separately at all times. o A basin, liquid hand soap and disposable paper towels for hand washing available at all times. o A refuse container for the storage of refuse available.
- A cool box with ice/ice blocks for the storage of raw meat and other perishable products and the temperature is to be maintained below 10 °C or a built-in fridge.
- A suitable place for the storage and washing of equipment must be created and kept neat.
- A floor/ground cover to prevent the soiling of the ground surface if cooking outside food truck or under a gazebo.
- Only LPG and/or electric equipment may be used for cooking. No open fires. o Squeeze bottle containers for sauces. o An umbrella/shelter for shade and coverage of the cooking area. o One (1) 9 kg dry powder fire extinguisher (serviced and valid).
- A fire blanket if working with deep-fry oil.

The Environmental Health section has the following comments regarding **hawking structures**:

- Where food is prepared/stored, semi-permanent structures must be rodent-proof by the best available means.
- Where food is prepared, all interior surfaces of walls, sides or ceilings as well as the surface of floors that form part of or enclose the food preparation area, must have no open joints/ seams and must be made from smooth, rust-free impervious materials.
- The structure must have adequate natural light and ventilation.
- Where food is prepared, a minimum of 25 litres of clean fresh water must be provided in a container preferably with a tap as well as a receptacle to contain any wastewater.
- Wastewater must be disposed of off the Vendor area in a manner so as not to cause a nuisance/ health hazard.
- In structures where food is prepared, excluding fruit and vegetable traders or traders selling factory wrapped goods, a wash hand basin shall be provided for the cleaning/washing of hands.
- Toilet facilities shall be made available within a reasonable distance.
- Semi-permanent structures shall be provided with refuse receptacles with close-fitting lids. Refuse is to be removed continuously to avoid rodent, fly or smell nuisances occurring.
- The City of Cape Town's Environmental Health section reserves the right to call for any additional requirements that may be applicable.
- All "Hawking in Meals" Licence Applications within Cape Town cost R10.00. All "Hawking in Meals" licence holders are to comply with the requirements set out in the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food - R 918 of 1999.

The holder of the Hawking Licence and CoA shall personally operate and be present at the site during trading hours. A person/s may assist the permit holder at the vending site in his/her absence.

The Hawking Licence (Business Licence) and CoA copies will be e-mailed to the Event Organiser together with the Event Application Form.

A Copy shall be available at the site at all times and be displayed.

Any Vendor shall not:



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- create a nuisance
- damage property
- make a fire
- allow the trading area to fill up with refuse.

Every Vendor shall remove his/her refuse to designated waste receptacles and leave the vending area clean at closing time.

All Food trucks will be placed at least 6 m apart especially when using LPG.

- ✚ An annual inspection, test and servicing of the installation shall be undertaken by an authorised person, to ensure LPG soundness of pipework and correct operation of appliances, flues and ventilation. The owner/operator of the mobile unit shall keep a written record of the annual maintenance tests and service work carried out.
- ✚ Persons responsible for those working in mobile units shall ensure that such personnel have instruction and information on basic LPG characteristics and action to take in an emergency.
- ✚ Instruction shall be given on correct procedures in changing LPG cylinders and correct use of appliances.
- ✚ Portable fire extinguishers shall be maintained in accordance with SANS 1475-1.
- ✚ Where frying is carried out, a fire blanket shall be provided.
- ✚ Where parked for use there shall be at least a 1 m distance from any vent or flue terminal of the service vehicle to any other vehicle or structure or external ignition sources.
- ✚ Clear access shall be provided for emergency escape routes or for removal and changing cylinders.
- ✚ Vehicles or units shall not be parked where they would block emergency exits or impede emergency access.

LPG

SANS 10087-1 2008 o The location of LPG containers shall be planned and put into effect with full regard for the properties of LPG.

- Leakage, especially of liquid, will release large volumes of highly flammable gas. A gas-air mixture that contains approximately 1,5 % to 10 % of LPG is flammable.
- LPG is non-toxic, but since it can induce headaches and dizziness when inhaled, inhalation of LPG should be avoided whenever possible.
- LPG liquid, by its rapid vapourisation and consequent lowering of the temperature, can cause severe cold burns when it comes into contact with the skin. Appropriate protective clothing, such as gloves, goggles, aprons, and gumboots shall be worn when there is any possibility of such contact.
- A container that has held LPG and is presumed to be "empty" can still be hazardous. In this state, the internal pressure is approximately atmospheric and, if the valve leaks or is left open, air can diffuse into the container and form a flammable or explosive mixture. An "empty" container that does not yield gas when the valve is opened, might in fact not be quite empty. In cold weather, the heavier fractions of the liquid might not vapourise and will therefore remain in the container. All containers that are (or appear to be) empty shall be handled with the same care as a full container, and valves shall be kept fully closed at all times when containers are not in use.
- The number and the size of containers recommended depend on the maximum hourly consumption of the appliances served and the lowest ambient temperature expected.
- Each container shall be located in an upright position with the valve uppermost, and shall be so placed on a firm level base that there can be no danger of the container tilting or falling over.
- LPG appliances consume oxygen and, in enclosed or restricted spaces, this will cause the depletion of the oxygen content of the available air.

Food trucks



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- The number and the size of containers recommended for an LPG installation depend on the maximum hourly consumption of the appliances served and the lowest ambient temperature expected. When an installation is designed, care shall be taken to guard against possible failure of the gas supply due to vapourisation problems.
- If a supply has to be maintained over a long period, the discharge of gas diminishes slowly until it reaches a state of equilibrium with the vapourisation rate of the LPG in the container. This vapourisation rate, in turn, depends on the size of the container, the amount of LPG that remains in the container, and the ambient temperature.
- A maximum combined capacity of 38 kg is allowed for installations in mobile units.

COVID19 protocols to adhere to until lifted by Government.

- ✚ Wearing of face masks/faceshields compulsory by owner/manager and all employees.
- ✚ Food truck to be disinfected after each day of usage.
- ✚ Routine sanitising of equipment during event.
- ✚ Hand sanitiser:
 - Each worker to be using 70 % alcohol-based hand sanitiser frequently during work shift.
 - Have hand sanitiser available for patrons to use. Clearly marked and signage displayed.
 - Each food truck shall have his/her own hand sanitiser point or employees provided with hand sanitiser. Preferably provide clean water and soap to wash hands.
- ✚ Gloves to be worn as and when required.
- ✚ Ensure that patrons keep to 1,5 m distance while standing in a queue before your food truck/food point.
- ✚ Food trucks parked 1,5 m apart, no exception.
- ✚ PoS (Point of Sale) units to be sanitised and cleaned periodically.
- ✚ Food truck owner to have COVID19 protocols in place including social distancing, hand sanitiser, workers wearing face masks/faceshields, and where appropriate, gloves.
- ✚ Persons provided with individual eating utensils, that must be pre-wrapped (cutlery, straws, stirrers) ✚ Condiments should be served in disposable single-use packages which they can choose.
- ✚ Ventilation should be maximised either with open windows or efficient air-conditioning.



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Food Vendor Checklist

EVENT	AFSKOPFEES 2023
DATES	27 & 28 October 2023

REGISTERED NAME OF FOOD VENDOR	
NAME/S AND SURNAME	
E-MAIL ADDRESS	
MOBILE No.	

DESCRIPTION	YES	NO	NOTES
CoA available/displayed	X		
CoA copy received			
Business Licence displayed	X		
Business Licence copy received			
LPG/electricity installation approval - food truck Current and valid (done every 2 years)	X		
Wall, floor, roof surfaces of structure/food truck: Finished with smooth, washable, non-toxic, cleanable, waterproof material			
Roof coverage structure: Cover stall with gazebo or umbrella			
Ground cover			
Working surfaces: Smooth, washable, impervious, non-toxic, cleanable, waterproof material			
Container/Basin with clean water, soap and hand drying material/cloth available at all times for hand washing			
Storage facility: Equipment/Utensils/Food not in contact with ground or floor surface			
25 litre container with clean water	X		
25 litre container for waste water	X		
Only braai tongs or food utensils to be used. Separate utensils for raw and cooked foodstuffs			
Cooked/Raw meat displayed, must be covered	X		
Refuse container for waste	X		
Perishable food products stored in containers with lids and in cooler box(es) with ice or ice blocks/fridge(s)			
Only LPG or electricity may be used for cooking - no open fires	X		
Squeeze bottles for sauces			
Clean apron or overalls must be worn by all staff			
Permit holder working himself/herself			



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No goods for re-sale			
Adequate lighting			
Adequate natural ventilation and/or other (e.g., fan(s))			
Food truck rodent-proof			
Wooden chopping blocks/cutting boards kept dirt-free			
Crockery, cutlery, utensils, basins or any other facilities used for the handling of food is clean, not chipped, split or cracked			
Thermometer in chilling/freezing facility			
Thermometer for oil (if applicable)			
Food sold packed in a container that protects food against contamination			
Effective means to rid of flies/ants/insects			
Clean hands and fingernails when working with food – gloves preferred	X		
Hands washed regularly	X		
First Aid kit available	X		
Portable fire extinguisher - serviced, valid and in working condition	X		
Fire blanket when working with deep-fried oil			
Vendors using LPG placed 6 m apart			
Attended safety induction and know site safety rules			

No

- ✚ Spitting
- ✚ Coughing
- ✚ Sneezing
- ✚ Uncovered wounds/sores
- ✚ Smoking
- ✚ Licking
- ✚ Nose-picking.

REQUIREMENTS FOR USE OF LPG AND LPG EQUIPMENT ON MOBILE UNITS

The mobile units must be so placed/parked that it does not pose a danger to the public.

The mobile unit must not be parked/placed 3 m from any building or movable vehicle.

Parked 2 m from any manhole (sewer).

Parked 5 m from any electric outlet.

1 x 9 kg dry chemical powder portable fire extinguisher or equivalent, that is serviced within 12 months must be tightly secured in a mobile unit.

LPG cylinder in a Mobile Unit must be upright, tightly secured and must not exceed 19 kg (i.e., 2 x 9 kg cylinders is allowed).

Enough ventilation must be provided inside the Mobile Unit.

The owner of the Mobile Unit must provide a Certificate of Compliance (CoC) for LPG Installation that must be issued by a Registered Gas Installer and must comply with SANS 10087-1: 2013 Regulation. For electrical installation a registered Electrician must sign the CoC.



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LPG Checklist (food vendors, food trucks)

Description	Yes	No	Note/s
Each cylinder located in an upright position with valve uppermost			
LPG cylinder/s placed on a firm level base that there can be no danger of the cylinder/s tilting or falling over			
Can full and empty cylinders be changed easily?			
Cylinder valve easily operated?			
Cylinder causing an obstruction?			
Cylinder in any position near corrosive or readily combustible substances?			
Cylinder in any position adjacent to cellars, drains, hollows?			
Cylinder in any position in which it is likely to cause obstruction, become damaged or exposed to conditions likely to affect safety?			
Cylinders not located above or on top of any appliance used for cooking/heating?			
Cylinders located at least 30 cm away from a gas stove?			
Cylinders located on a firm, clean, well-drained and level base?			
Area surrounding a cylinder kept clear of combustible materials, e.g., weeds, dry grass, paper and waste?			
Cylinders located and protected against tampering by unauthorised persons and damage and interference by, e.g., animals and vehicles?			
Cylinders located where there is free air circulation?			
More than two (2) cylinders used: Cylinders connected into a manifold system? A change-over device connected to one container on each side shall not be deemed to be a manifold, however, the safety distances shall still apply			
Cylinder connected to manifold system: On a single branch, up to 3 containers of size up to and including 196 kg with a maximum of 6 containers per installation			
Is combustible surface protected from heat of burners? Hot plates that are open underneath not placed on any combustible surface.			
Emergency shut-off valves accessible and un-obstructed at all times?			
Fire extinguisher: Dry powder fire extinguisher of 9 kg that complies with SANS 1910 available?			
Fire extinguisher: Serviced and current and valid?	X		
Single cylinder connections: Regulator fitted into the cylinder valve?			
Single cylinder connections: Is a flexible hose attached to regulator outlet?			



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Single cylinder connections: Is gas supply between cylinder and regulator by means of an LPG pigtail with a bull nose fitting at one end and a threaded connection at other end to fit regulator inlet?			
Multi-cylinder connections: Cylinders connected by means of a change-over valve?			
Placing LPG cylinder inside a building: Is ventilation provided to the outside atmosphere?			
Placing LPG cylinder inside a building: Is cylinder placed as close as possible to the door leading to the outside of the building? If not, is there cross-ventilation? (This can be achieved by having a minimum of two airbricks in close proximity to each other on the external wall and as low as possible to the floor level. They need not be staggered and they can all be at the same level)			
Burners: Check operation of each burner of each appliance and is aeration controls correctly adjusted and locked?			
Joints and fittings (cocks, valves and unions): Only approved jointing material used on male threads of screwed components. Hemp shall not be used.			
Joints and fittings (cocks, valves and unions): Washers, gaskets and joint rings used for flanged joints shall be strong, gas-tight, durable and comply with at least SANS 974-1.			
Joints and fittings (cocks, valves and unions): In installations involving a number of branch lines, each branch line shall have a shut-off valve to allow its repair without shutting off whole installation			
Joints and fittings (cocks, valves and unions): Any joint made by over-torque of un-mating threads?			
Does each point intended for connection to an appliance have a shut-off valve?			
Shut-off valves accessible at all times?			
Ends of tubes/hoses fit tightly over inlet part of nozzle? Only approved types of nozzle (see SANS 1237) shall be used as end connections			
All hose clamped in position on nozzle with a hose clip?			
Is run of tubing/hose kept below level of open burners? Flexible tubing and hose not exposed to heat in excess of 50 °C			
Each connecting tube/hose in one piece and supply only one appliance, i.e., there are no joints or T-junctions along its length?			
Flexible tubing/hose:			



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Checked for signs of rupture, cracking and perishing? If over 5 years old and exposed to UV light, flexible tubing/hose replaced automatically			
Any dent/s on cylinder?			
Any rust on cylinder?			





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Merchandiser Checklist

Event	AFSKOPFEES 2023
Name of merchandiser	

DESCRIPTION	YES	NO	COMMENT
Suitable storage under tables - NOT in vehicle	X		
Sufficient lighting especially at night	X		
One (1) 9 kg dry powder portable fire extinguisher (serviced, valid)	X		
Waste removed continuously	X		
No animals allowed in or near stall	X		
Non-structural unit Ground cover, i.e., ground sheet/other approved material	X		
Non-structural unit Umbrella/s, shelter for shade	X		
Non-structural unit Roof coversalls: Cover stall with a gazebo or umbrella/s	X		
Non-structural unit Gazebo secured against wind	X		
Tables to be covered with tablecloths	X		
No. of persons working at stall (max. 3)			
Chair/s to sit on	X		
Truck unit			
Non-structural unit	X		

Event Safety Officer	Signature	Date
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Merchandiser	Signature	Date
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