**STALL HOLDERS**

**FAQ**

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| When and Where will Zomba City Festival take place? | Zomba City Festival will take place from 4PM on Friday 26th April until 4PM on Sunday 28th April. There are several locations FRIDAY **UNIMA** 5PM - lateSATURDAY **BOTANIC GARDENS** 10M – 4PM **THE HERITAGE CENTRE** 8AM – 7PM (no food/drinks)  **CHALICE VINE** 4PM - midnightSUNDAY     **BOTANIC GARDENS** 10M – 4PM **THE HERITAGE CENTRE** 8AM – 12NOON (no food/drinks) **CHALICE VINE** 4PM - midnight |
| Who do I contact for questions about stalls? | You can mail stalls@zombacityfestival.com or call Andrew on 088**5605648**A few days before the event, we assign location managers who will be in charge during the festival. |
| When should I arrive at Zomba City Festival? | If there is a lot of setting up to be done, stall holders need to arrive at the assigned location at least 1 hour before opening times to have your stall ready before the gates open. **You need to move your car before we open the gates!**Please call the location manager when you arrive. The number will be shared with a few days before the festival. |
| What do you offer? | We offer a place to sell your goods. You will get 1 table and 1 chair. Extra chairs can be rented for 1,000 per chair for the weekend.Food/drinks: MWK 100,000 allows access for 4 peopleOther: MWK 50,000 allows access for 2 peopleSpaces with electricity are limited and only available for food & drink stalls **if requested in advance**!Cannot afford the prices mentioned? Let us know and we try to negotiate a deal. If you have something to offer in-kind, we are happy to talk and see what we can do! |
| Is there parking at the event? | Not every location has parking on site, but you will be able to drive in to set up if you arrive at least 1 hour before the gates open. You will be asked to park your car outside the premises. You **MUST** be on time and your vehicle has to be parked outside after unpacking. Arriving late means you have to carry everything and walk far in some cases. The festival is **NOT** liable for theft or damage to your car. |
| Will I get in to Zomba City Festival for free? | YES, Food & drinks stalls: you get access for 4 people for the whole festivalOther. you get access for 2 people for the whole festival |
| Will I be able to have lunch? | Drinks and food are for sale at most venues. You can bring your own.In Botanic Gardens can sell food & drinks if that is stated in your agreement (MWK 100,000); at The Heritage Centre, UNIMA or Chalice Vine you cannot sell food and drinks, unless this is agreed. |

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| Can I bring an assistant to help me? | Food/drinks: MWK 100,000 allows access for 4 peopleOther: MWK 50,000 allows access for 2 people  |
| Can I leave the premises whenever I want? | Yes, but we cannot be held responsible for anything to happen to your stall. Therefore, we recommend you or your assistant’s ongoing presence to ensure its safety. If you stay both days, makes sure everything is secure overnight as we do have security on site 24-hrs per day, but the festival is **NOT** responsible for the content of your stall overnight. |
| What time does the event finish? | FRIDAY **UNIMA** till lateSATURDAY **THE HERITAGE CENTRE** 8AM – 7PM (no food/drinks) **BOTANIC GARDENS** 10M – 4PM **CHALICE VINE** 4PM - midnightSUNDAY     **THE HERITAGE CENTRE** 8AM – 12NOON (no food/drinks)  **BOTANIC GARDENS** 10M – 4PM **CHALICE VINE** 4PM - midnight |
| What happens if it rains? | The probability of rain is lower during this season. Nonetheless, we encourage you to prepare to protect your stall from rain should it unexpectedly occur. Please bring **your own** rain/sun cover like a gazebo, big umbrella or tent. |
| What happens if I have an accident and am not able to attend? | Please contact the numbers mentioned below ASAP if there are any issues that might affect your attendance. We have nurses and an ambulance on standby in case of an emergency. |
| Can I help to promote the event? | Yes please! We can send you our official digital poster and would be grateful for any social media mention you can make. We encourage all participants to spread the word as much as they can. |
| Crew food | If you food stall wants to offer crew food, please contact Annelies on hello@zombacityfestival.comAs stall holder, you are responsible for your own crew. |
| What number should I call if I need assistance before or on the day of the event? | Please call Andrew on 088**5605648**The location manager will be assigned closer to the festival |
| Zomba Arts Platform 0991434395 or 0888904272 |
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