Mzansi Book Fair (MBF)

EXHIBITOR TERMS AND CONDITIONS
FORM B: ORGANISATIONS

These terms apply to every applicant who submits Form B for a stand at the Mzansi Book Fair (MBF), hosted by the Department of Sport, Arts and Culture.

1. APPLYING

1.1 Form B is for organisations: publishers, booksellers and distributors, NGOs and NPOs, literacy and education organisations, academic institutions, government and public entities, and media organisations. Individual authors must apply on Form A.

1.2 Submitting this form is an application only. It does not guarantee a stand. A stand is allocated only when the MBF organisers confirm it in writing.

1.3 The organisers may decline any application without giving reasons, and may limit the number of stands given to any one exhibitor, to keep a fair balance of exhibitors, languages and provinces.

1.4 Applications must be received by the closing date: 12 December 2026 unless otherwise stated by the department.

1.5 The applicant confirms that all information and documents supplied are true, complete and their own. False or incomplete information may lead to the application or stand being cancelled without refund.

2. STAND FEES AND PAYMENT

2.1 Stand fees are as listed on the form. All fees are inclusive of VAT.

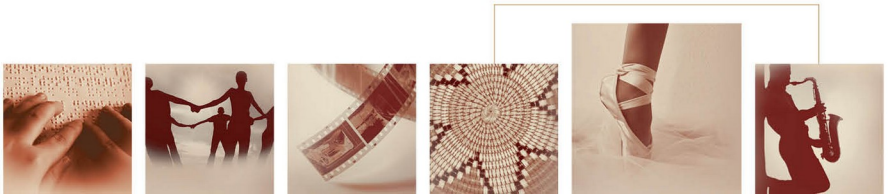
2.2 Backdrops are not part of the stand package. The form shows only the maximum backdrop size allowed for each stand type and this must be provided by the applicant.

2.3 Once a stand is confirmed, the organisers send an invoice. Stand fees must be paid in full within the period stated on the invoice. The stand is booked only once full payment is received; unpaid stands may be released to other exhibitors.

2.4 Proof of payment must be sent to the email provided in the application form, with the invoice number as the reference.

2.5 Invoices are issued in the registered name of the organisation. Where the organisation is VAT-registered, its VAT number must be supplied on the form.

2.6 Cancellation by the exhibitor must be made in writing to the email provided in the application form. Refunds will not be issued under any circumstances.



2.7 A confirmed stand may not be transferred, sold, shared or sublet without the organisers' written approval.

3. AT THE FAIR

3.1 Set-up times are allocated by the MBF organisers and communicated to confirmed exhibitors in writing. No exhibitor may begin setting up outside their allocated time slot. Stands must be ready before the fair opens, stay open until the fair closes each day, and may be packed away only after closing on the last day, at the stipulated time.

3.2 The organisers decide where each stand is placed, and may move a stand where needed for the layout or safety of the fair.

3.3 Backdrop policy: freestanding banners, roll-ups and all display material must fall within the maximum backdrop size for the stand type. Oversized material will be removed on set-up day.

3.4 Exhibitors' own display furniture must be approved by the organisers in writing before the fair, must fit within the stand footprint, and must not block walkways or emergency exits.

3.5 Digital Hub, Audio Book and Podcast Station exhibitors may set up only the equipment approved for their exhibition type. Podcast Stations require prior approval. Sound must be kept to headphones or to the volume agreed with the organisers; equipment that does not comply with this rule will be switched off.

3.6 The fair is held at heritage sites: Iziko Museums of South Africa, the Centre for the Book and Company's Garden Precinct. Exhibitors must follow venue rules. Nothing may be nailed, stapled, glued or taped to walls, trees, monuments or displays. Exhibitors pay for any damage they cause.

3.7 Exhibitors handle their own sales, cash, change and card machines, and are responsible for their own tax obligations.

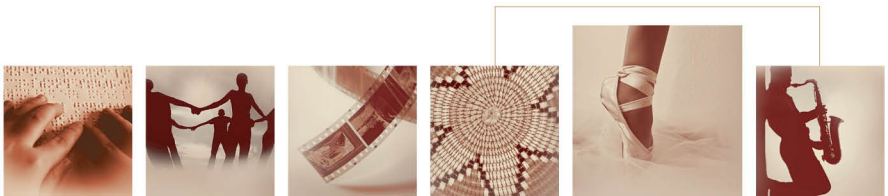
3.8 Exhibitors may display and sell only material they have the right to sell. Pirated, counterfeit or unlawfully copied material, and material that promotes hate speech or incites violence, is not allowed and may be removed by the organisers.

3.9 Exhibitors are responsible for their own stock, equipment and valuables at all times, including overnight. The organisers recommend that exhibitors insure their goods.

3.10 The on-site representative named on the form, or another person approved by the organisers, must be at the stand throughout the fair. The organisation is responsible for the conduct of everyone working at its stand.

3.11 Many children attend the fair. All exhibitors must keep their stands, material and behaviour suitable for a family audience, and treat visitors, other exhibitors, staff and volunteers with respect. The organisers may close a stand for serious misconduct or a breach of these terms, without refund.

3.12 Exhibitors must follow all safety instructions from the organisers and venue staff, including during an emergency or evacuation. Exhibitors who need help setting up because of a physical limitation should say so on the form, so that assistance can be arranged.



4. CHANGES BY THE ORGANISERS

4.1 The organisers may change the programme, layout, opening hours or venues where necessary, and will tell exhibitors as soon as possible.

4.2 If the fair is cancelled by the organisers, exhibitors receive a full refund of their stand fee. The organisers are not responsible for other costs, such as travel, accommodation or stock.

4.3 The organisers are not responsible for delays or cancellations caused by events outside their control, such as severe weather, unrest, power outages, public health measures or government instructions.

5. LIABILITY

5.1 Exhibitors take part at their own risk. To the extent allowed by law, the Department of Sport, Arts and Culture, the MBF organisers and the venues are not liable for loss of, theft of or damage to exhibitors' stock or property, or for loss of income.

5.2 Exhibitors are responsible for any injury, loss or damage caused by their own staff, equipment or products, and agree to cover any claims that arise from these.

5.3 Nothing in these terms limits any liability that cannot be limited under South African law, including liability for gross negligence.

6. PERSONAL INFORMATION, PHOTOS AND MEDIA

6.1 The organisers collect applicants' personal information only to process applications, manage stands and communicate about the fair, in line with the Protection of Personal Information Act (POPIA). It is stored securely and is not sold or shared for marketing. ID and passport numbers of the contact person and on-site representative are used only for verification, invoicing and security at the fair.

6.2 Exhibitors' names, stand numbers, websites and social media handles may be published in the fair programme, on the fair website and in fair publicity.

6.3 The fair will be photographed and filmed. By exhibiting, exhibitors agree that photographs, video and audio recordings of their stand, products, staff and representatives may be used by the Department of Sport, Arts and Culture and the MBF organisers, without reimbursement or any consultation, in any of their reports, publications, marketing, publicity, websites, social media, programmes and campaigns, including those not related to the fair, now or in future.

7. GENERAL

7.1 These terms are governed by the laws of the Republic of South Africa.

7.2 By signing the declaration on this form, the applicant confirms that they have read, understood and accepted these terms.

7.3 Questions about these terms can be sent to the email provided in the application form.

