

KCB Den/Village @WRC 2024 – Vendor Terms & Conditions

This document contains a set of terms and conditions that as a prospective vendor you should be aware of. It also contains extra information about the event and expectations KCB has for each and every vendor should you qualify and successfully and fully sign up to be a KCB Den vendor.

SIGN UP REQUIREMENTS

The requirements needed for prospective vendors are as below.

1. The business must be duly registered and thus
2. The business must already hold a KCB account or be willing to open one by the time the payment is being made; in accordance with the timelines set out.
3. Must be able to produce their valid trade license.
4. Must have a food/liquor license where applicable.
5. Other requirements as stated

For those vendors whose registration will be accepted, we shall provide an official email, to confirm and will give information on the onboarding process.

SETUP SITES

For purposes of the WRC KCB Den there are two (2) locations and their respective active dates.

- Soysambu 1 (Lanet - Pipeline road, Nakuru) on the 30th of March 2024 – 8am to 12 midnight and,
- Hells Gate National Park (Moi South Lake, Naivasha) on the 31st of March 2024 – 8am to 12 midnight

Setup for Saturday 30th March is to be done on Friday 29th March and for 31st March on 30th

CATEGORIES & RATES

The following are the applicable categories for prospective vendors;

Food meals	Choma/Meat/Chicken meals, Pizza etc.	Ksh. 30,000	4 tables, 4 chairs
Fast food	Fries, Bhajia's, Burgers, Shawarma etc.	Ksh. 20,000	4 tables, 4 chairs
Biting's/Pastries	Sausages, hotdogs, samosas, rolls, sandwiches etc.	Ksh. 15,000	4 tables, 4 chairs
Specialty items	Vegetarian, Vegan or single menu item etc.	Ksh. 15,000	4 tables, 4 chairs
Sweets & Dry snack	Gum, lollipops, nuts, crisps, biscuits etc.	Ksh. 5,000	3 tables, 4 chairs
Hot Beverages/Cafe	Teas, coffees etc.	Ksh. 15,000	3 tables, 4 chairs
Soft drinks	Soda, water, energy drinks etc.	Ksh. 15,000	3 tables, 4 chairs
Alcohol bar	Beers, Liquors, Wines	<i>By Invitation Only</i>	6 tables, 8 chairs
Specialty Bar	Cocktails, Shooters	<i>By Invitation Only</i>	4 tables, 4 chairs
Arts, Crafts, Jewelry		Ksh. 5,000	2 tables, 4 chairs

Plain rectangular tables and plain chairs will be provided within shared tented areas.

PAYMENTS DETAILS

All Payments will be paid after verification and qualification. For those prequalified vendors the below are the payment details.

Banking Details will be provided to prequalified vendors

PAYMENT TERMS

Once you have completed the online registration form, an evaluation shall be undertaken to determine your eligibility. Our vendor managers may reach out to you for clarification. Make sure the contact information you have provided is accurate.

Once your registration has been approved, you will be required to make full payment within 3 days of prequalification notification.

All payments made are non refundable, Unless the event is canceled in the event of which, your payments will be reversed and all monies refunded.

PUBLICITY, BRANDING & SIGNAGE

KCB Bank will provide basic area signage. Each vendor is encouraged to bring their own branding. Ensure that all your staff are well branded at all times throughout the day(s). We will provide vendor identification.

Each successful vendor will be required to share and announce their various audiences via digital media platforms.

ELECTRICITY

Power points shall be available for plug in. should you need particular loads of power, communicate that at the point of confirmation of registration acceptance. Lighting in and around the Den will be adequately provided.

WATER

Water points will be made available at various areas within the Den. The vendors are highly encouraged to disinfect/sterilize food stuff and equipment thoroughly.

WASTE MANAGEMENT

All waste shall be disposed of responsibly. A waste management company shall cover all public areas. Within your various vendor spaces, vendors are required to collect, clean, sort and dispose of into the designated trash/bin areas.

Separation of the various waste categories will be important. Cleaning up after yourselves within your area is a must. We highly encourage cleaning up after your customers as well.

SUSTAINABLE EFFORTS

Use of sustainable materials is highly necessary to marry into the sustainability goals at KCB Bank. This means recyclable materials to be uses, recycled materials can also be used and are necessary.

Reuse as much as possible. Serve in biodegradable/recyclable materials. Single use plastic is highly discouraged.

PARKING

Parking may be utilized in the designated places. Reservations for vendors may be allocated but not assured.

LIABILITY

The Event, its members, nor the representatives and employees thereof, nor their employees, or its representatives will be held responsible for any injury, loss or damage that may occur to the vendor or their property or its employees or representatives for any cause whatsoever prior to, during, or subsequent to the vendor's control, in transit to, within and from the confines of the location of the event. Vendors are advised to ensure and insure against injury to the person and property of others. Each vendor shall assume all risk as provided herein and release these organizations and said individuals referred to above for any such loss, damage, or injury.

SECURITY

The event venues have security personnel; this is not in any way the assumption of risk and release provided for in section Liability and Insurance. However, vendors are solely responsible for the security of their goods and personnel.

PRODUCT LIMITS

All sales must follow applicable local laws and regulations. Event officials reserve the right to remove any item judged unacceptable without any penalty for damages. KCB Den Vendor Manager reserves the right to limit the number of spaces of the same product. Everything on sale/on showcase must be legally allowable for public consumption.

SALES TAX/INSURANCE/LICENSE

Vendor is responsible for payment of any taxes, withholdings, insurances, licenses and any other statutory or contractual obligations of any sort, in connection with services provided hereunder.

Upon completion of payment your brand/company name, menu/list of items and payment details to KCB Bank. The Vendor managers are acting on instruction and permission of the KCB Bank which reserves the right to remove any vendor at any time without liability or any violation of the regulations set forth in the current year's rules regarding the event.