

6 April 2021

NANCI OUTLET @ NAMIBIAN CRAFT CENTER EXHIBITION SALES & CONDITIONS

Dear NANCiers,

It is our pleasure to confirm that we have finalised the arrangements for the new NANCI OUTLET @ the Namibian Craft Centre (NCC) which will be launched on the **23 April 2021**.

A big thank you goes to GIZ ProBATS and the Global Business Network for sponsoring the shop that is shared with the Gemstone and Swakara sectors. Without such, each participating NANCI member would have to bear their share of the costs.

The remaining arrangement costs are currently born by NANCI through a 20% sales commission see T&C's.

Description:

- The NANCI OUTLET SHOP @ at the Namibian Craft Centre (NCC) is an initiative by NANCI to have a space where all members with shelve-ready products have the possibility test sales / sell to the public.
- The shop will be powered by the NANCI Council.
- All NANCI members can send in products that they would like to display and sell. This includes health, beauty and selected food products. Selected food products refer to food oils, salt preparations, dry tea preparations or such food products that do not need refrigeration and have a reasonably long shelve-life.
- The products will be checked for shelve-readiness (label checks according to NSI guidelines) and the production company advised accordingly eg, basics like the name of the production company and address / name and description of product / quantity / ingredients list / batch number and best before date need to be on all submitted products.
- The NANCI OUTLET @ the NCC will currently be run as a POP-UP shop with the help of NCC. The pop-up shop will run from ca. 19 April to 31 May 2021. This time will be utilised to ready NANCI to fill any possible gaps to properly organise and run the fully fledged OUTLET by NANCI shop @ the NCC.
- The GIZ ProBATS support to the NANCI OUTLET @ NCC runs from April to December 2021. Thereafter, NANCI is expected to cater for all costs related to the shop space, including rental and sales' personnel costs.
- Please see the annexure on the current design and shelve space details as provided by GIZ ProBATS.
- Terms and Conditions for participation apply. The offer is open to NANCI members.

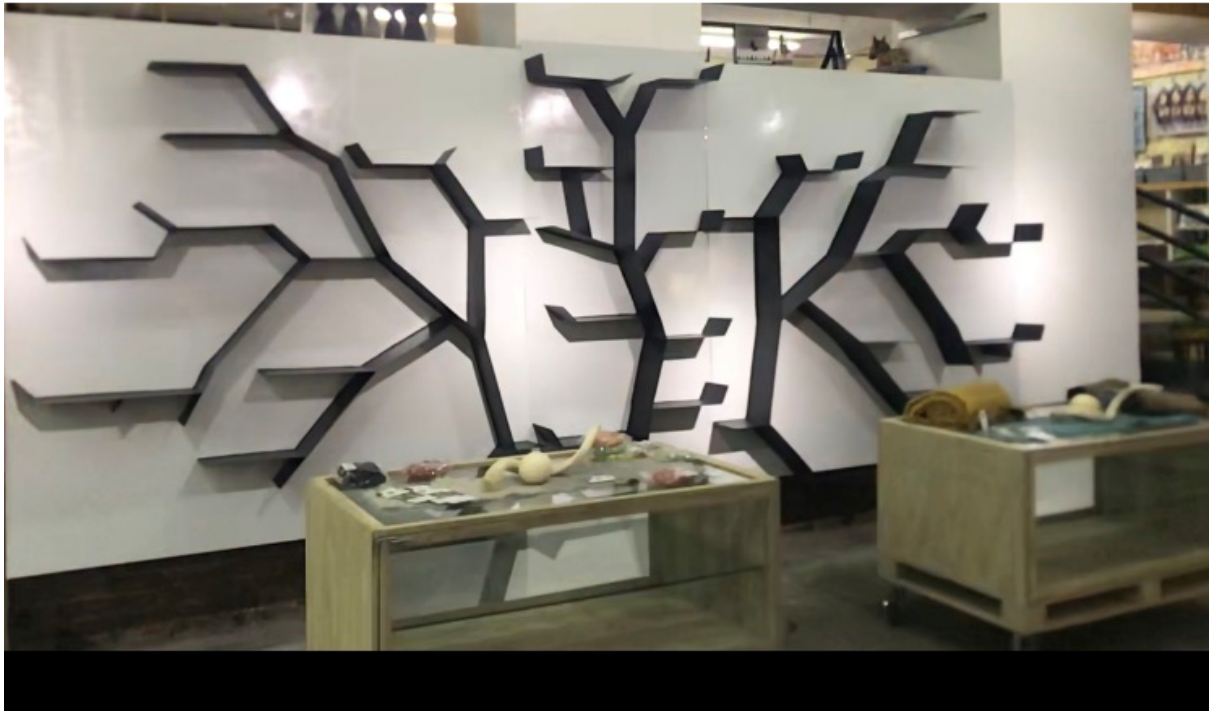
Terms and conditions

1. The NCC is open Monday to Friday (9-17h00) and Saturday (9-13h00). The NCC is closed on Sundays, and public holidays.
2. As per description **All NANCI members** with shelf-ready products as per description above may participate.
3. The quantity of products displayed by each member, will be set by council according to the space and number of participants interested to display and sell their products.
4. The shelf-placing will be done on a rotating basis, for all companies to have equal and fair visual presence.
5. All products are sold on a consignment basis and will only be paid once sold. Reconciliation of sales will be done each end of the week. Payment will be done on the last working day of the month.
6. Products that do not move within two months will need to be exchanged for new products.
7. In adherence to Covid Sanitation regulations there will be no Testers. Later a Tester-station may be planned.
8. The items to be sold at the NANCI OUTLET @ the NCC need to be delivered at the NANCI offices. Deliveries can be accepted as of 19 April 2021, during usual office hours (8-12h30; 14-17h00). NANCI will not cater for 'cash on delivery' services.
9. Generic NANCI delivery notes need to be filled out, signed and accompany each delivery. Please see attachment.
10. After initial set up orders will be sent out per WhatsApp on MONDAYS, and the ordered products need to be dropped off at the NCC / NANCI OUTLET SHOP on THURSDAYS. It is vital to keep to this drop-off date to simplify logistics.
11. The responsible-sales person/s at the Shop will sign an additional copy of the delivery note as reference, and total stock levels will be verified in cooperation with the NANCI office.
12. All products need to be delivered with a sales price. It is advised to keep these sales prices in line with other shops selling your items, to avoid customer dissatisfaction.
13. The responsible-sales person/s will then according to the rotation system fill the shelves and keep extra stock in the supplied lockable drawers.
14. Companies may not give orders to the responsible salesperson/s.
All ideas/changes/complaints and other are to be channelled through the NANCI office/council.
15. Prices on products should ideally be marked to the nearest 5NAD, eg NAD5 or NAD10 per product; please avoid cents.
16. Currently Sales will be cashless. We gladly accept all credit and/or debit cards. A point of sales device linked to the NANCI transactional account will be availed. E-wallet, Pay Today etc will be checked, and may become available over time.
17. A 20% commission on turnover is applicable. These fees will be used to cover administration, banking fees and other costs.

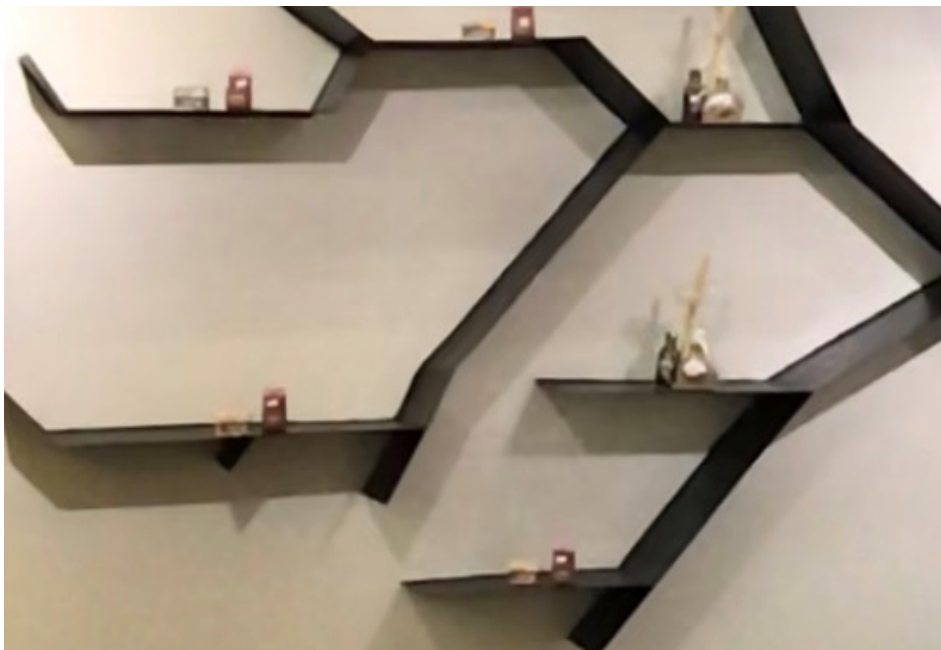
18. Every week (whatever is more practical, or every 2 weeks) a recon will be send and the proceeds from the sold items minus the 20% commission on turn-over paid into the companies' bank account at the end of the month. Monthly transfers are preferred to limit banking charges.
19. As is the case for sales at exhibitions, each company will have its own sales reconciliation booklet. In case a customer requires a tax invoice, this will be issued by the salesperson on a NANCI branded sales advice.
20. The NANCI OUTLET @ NCC is equipped with cameras and the responsible-sales person/s will try their utmost to avoid theft or damage of products. In the event of this happening NANCI cannot be held responsible nor liable.
21. PLEASE NOTE: Currently no other contributions need to be paid as the NANCI OUTLET rent and sales' person/s are sponsored by the GIZ.
This will need to be reassessed when the programme runs out at the end of December 2021!

By participating at the NANCI OUTLET @ NCC members agree with the terms and conditions as laid out and resolved by NANCI Council.

Annexure – Design of NANci OUTLET @ NCC



Front view of shelf space, mounted to wall at the NCC; and in transparent, lockable shelves.



Example – detail view of mounted shelf space, resembling branches of a tree

The following shelf-space in the tree is available:
in Tree (photo) there are 29 straight shelves
All from left to right // & bottom to top ...all ca. cm

Shelve 1	15 cm wide x 7,5 cm deep
Shelve 2	22 cm wide x 7,5 cm deep
Shelve 3	16 cm wide x 7,5 cm deep
Shelve 4	16 cm wide x 7,5 cm deep
Shelve 5	13 cm wide x 7,5 cm deep
Shelve 6	10 cm wide x 7,5 cm deep
Shelve 7	15 cm wide x 7,5 cm deep
Shelve 8	11 cm wide x 7,5 cm deep
Shelve 9	13 cm wide x 7,5 cm deep
Shelve 10	6 cm wide x 7,5 cm deep
Shelve 11	10 cm wide x 7,5 cm deep
Shelve 12	15 cm wide x 7,5 cm deep
Shelve 13	15 cm wide x 7,5 cm deep
Shelve 14	15 cm wide x 7,5 cm deep
Shelve 15	15 cm wide x 7,5 cm deep
Shelve 16	14 cm wide x 7,5 cm deep
Shelve 17	12 cm wide x 7,5 cm deep
Shelve 18	11 cm wide x 7,5 cm deep
Shelve 19	12 cm wide x 7,5 cm deep
Shelve 20	8 cm wide x 7,5 cm deep
Shelve 21	11 cm wide x 7,5 cm deep
Shelve 22	15 cm wide x 7,5 cm deep
Shelve 23	15 cm wide x 7,5 cm deep
Shelve 24	12 cm wide x 7,5 cm deep
Shelve 25	22 cm wide x 7,5 cm deep
Shelve 26	15 cm wide x 7,5 cm deep
Shelve 27	14 cm wide x 7,5 cm deep
Shelve 28	16 cm wide x 7,5 cm deep
Shelve 29	12 cm wide x 7,5 cm deep