

Trader's Information Pack 2013



Friday 23rd August - Sunday 25th August

How to book a pitch

- Read the terms and conditions for traders on the next pages
- Complete the application form and risk assessment form
- Enclose full payment to “PFF Trading Limited” and a current copy of your insurance
- Post your application form + risk assessment + cheque to:
PFF Trading Limited, 14 Queens Road, Westbourne, Bournemouth, BH2 6BE
- If you want more than one stall, please complete an application form and send a cheque for each stall.

Purbeck Folk Festival is a family friendly folk festival based in Langton Matravers. This is our fourth year and we are expecting 2500 people to attend, who will have access to the trading areas. We are happy for you to give us a call to discuss what you do and the areas available for trading. Call Phil on 01202 540065, if no reply please leave a message.

We still have the trading area in the middle of the festival; we have called this the “Marketplace”. This is a tight area and has a maximum depth of 3 meters. Some of the pitches are on compacted stone some are on grass. All vehicles will have to be moved to the traders parking area when they are unloaded. We also have space at the entrance to the event where we can put traders who want to stay with their stall this is called the “Entrance Gate”.

Categorisation and Prices

Marketplace

1. Traders (limited space in the middle of the event – please call in advance)
 - Sales of non-food merchandise
 - £50 per metre of stall frontage
2. Craft Traders
 - Sales of non-food merchandise – **All** products must be made by the stall holder
 - £35 per metre of stall frontage
3. Craft demonstrations and registered charities – limited spaces
 - Demonstrators of crafts – ongoing demonstration of crafts – **No selling**
 - Free pitch

Entrance Gate

1. Traders
 - Sales of non food merchandise – please read important note below re depth of pitch
 - £40 per metre of stall frontage
2. Craft Traders
 - Sales of non food merchandise – **All** products must be made by the stall holder
 - £25 per metre of stall frontage
3. Craft demonstrations and registered charities – limited spaces
 - Demonstrators of crafts – ongoing demonstration of crafts – **No selling**
 - Free pitch

Pitch depth – important new information

This year the maximum depth is 6 meters at the **Entrance gate**, and 3 metres in the **Market place**.

Please take into account the size of all the space you require including; the stall, camping and vehicles.

- You will NOT be able to overspill in any direction.
- There is no room for any drift and there is no spare space.

Other information

- Each pitch comes with 2 festival wristbands. Other wristbands must be purchased from the website.

Terms and Conditions

Traders in the **Marketplace** cannot keep vehicles on the site outside the loading times. Vehicles must be removed to the dedicated parking area immediately.

Traders at the **entrance gate** will be able to camp next to the stall so long as it fits within the space booked.

On arrival, please report to the Information Office, where you will be directed to your pitch.

Access to the site will be from the Valley road follow the signs for the artists and crew. Traders can camp in the Artist and Crew field.

Build-up times are as follows. For safety reasons, arrivals outside these times **cannot be permitted:-**

- **Thursday midday to 10.00pm**
- **Friday 10.00am to 2.00pm**
- **Clearance with vehicle not until 9.00am on Monday**

Any stall holder who applies under one of our trading categories and, **in our opinion**, sets up and trades under an alternative category will be asked to either pay the difference, or leave the festival with no refund available.

Dogs are **not** allowed on the festival site.

Traders must have finished their set up and be ready to trade by 2.00pm on Friday 24th August.

Bottled Gas. All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed. (2kg CO₂ will be required as minimum.)

Electricity is not provided with each stall area. All electrical equipment you bring onto on site must have been tested and have a current safety certificate. Silenced diesel generator: only with permission from Purbeck Folk Festival. A single 13 Amp electricity supply can be provided for £30 for the weekend. This must be booked on the form below.

Waste water must be put into containers and taken away or disposed of in specified drains and not poured on the ground. The digging of sumps is not prohibited. The Environmental Health Officer will check to see how traders dispose of waste water/liquid.

Traders must comply with the Health, Safety and Hygiene requirements of Dorset County Council. Traders are not permitted to start trading until they have been given the go ahead by the Traders Manager.

Waste and rubbish. Traders are responsible for keeping both the area in front of their stalls as well as the back of their market space tidy and free of rubbish at all times. Traders must leave their site as they found it. Traders leaving any rubbish, refrigerators, furniture, equipment or structures will forfeit their litter bond – and may not be invited to trade at future festivals.

Items not permitted on stalls: Helium, Black Henna, Glass (except small glass ornaments and glass jewellery etc), body piercing equipment, lasers, fireworks and weapons or potential weapons are not permitted on site and will be confiscated.

All vehicles are brought on site at their owners' risk, and must be suitably insured. The Festival cannot accept any responsibility for any loss or damage that may occur during the festival or set up and take down period.

Employers' Liability and Public Liability Insurance must be on display in stalls at all times. Likewise traders are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured.

No rebates will be given to traders as a result of adverse weather conditions, nor as a result of changes in performance programmes within the Festival. The Festival will not accept responsibility for the level of trading during the event.

Traders are required to comply with the terms of the premises licence. A copy of the Festival licence will be held at the Information Trailer. If a trader is closed down and / or

evicted from site for contravening the licence, any of these terms and conditions or prescribed environment health standards, they shall not be entitled to any rebate.

Payment

Full payment for stalls must be cleared prior the event.

If you have any enquiries please email phil@purbeck.co.uk

To book a pitch, please complete and submit the attached form with your cheque to:

Philip Watkins, Purbeck Folk Festival, 14 Queens Road, Bournemouth, BH2 6BE

Cheques this year need to be made out to **PFF Trading Limited** and submitted with the attached form, risk assessment and copy of your insurance documents.

We will notify you if we are able to accommodate you, or return your cheque if we cannot.

Trader Application Form

Trading Name:

Contact Name:

Address (with postcode):

Telephone:

Mobile:

E-mail:

Website:

Merchandise (give a short, detailed description. Food and drink traders must attach full menu and prices):

Stall Category (See terms to see list of categories) :

I agree to abide by the terms and conditions. **Sign here:**

I do require 13 amp supply to my stall area for the event. – **Additional cost £30.**

Draw a simple diagram of your stall pitch below, including set up behind stall. Remember to include all guy ropes, gas bottles, signs etc:



This arrow shows the front of your pitch

Risk Assessment Form

This form must be completed, or your own risk assessment must be enclosed

Please consider what risk there may be to those on site prior, during and after the festival. If in your opinion there is no risk, please print NO RISK and sign below. You must complete the fire risk section.

PLEASE CONSIDER ALL POSSIBLE RISKS FROM YOUR STALL/STAND/ACTIVITY:

Slipping/tripping (e.g. guy ropes, pegs), moving parts of machinery, Vehicle fumes/fuel spillages, electricity/generators, gas cylinders, hot water, boilers/ovens/hobs, sharp knives, display boards/racks/cabinets, sharp edges, table coverings, hot foods, fire risk (e.g. rubbish/ flammable substances), chemicals.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
FIRE HAZARDS	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

Responsible person to sign:

Their name (print):

Their mobile telephone number: