

Trader's Information Pack and application form 2014 (non-food)

Thursday 21st August – Sunday
24th 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 a current copy of your insurance
- Post or email your application form + risk assessment: Phil@purbeckfolk.co.uk
Philip Watkins, 139 Alexandra Road, Poole, BH14 9EP

We will notify you if we are able to accommodate you, and supply our bank details so that you can make payment. We will confirm your payment and reserved pitch at the event. Pitches are allocated on a first come first served basis. If payment is not made by the due date the pitch will be offered to another trader.

- If you want more than one stall, please complete an application form for each stall.

Purbeck Folk Festival is a family friendly folk festival based in Langton Matravers. This is our fifth year and we are expecting 3000 people to attend, who will have access to the trading areas. We are happy for you to email to discuss what you do and the areas available for trading. Email Phil Watkins (Phil@purbeckfolk.co.uk).

Categorisation and Prices

(Limited space in the event – vehicles cannot be with outlet)

1. Traders
 - Sales of non-food merchandise
 - £70 per metre of stall frontage
2. Craft Traders
 - Sales of non-food merchandise – **All** products must be made by the stall holder
 - £50 per metre of stall frontage
3. Craft demonstrations and registered charities – limited spaces
 - Demonstrators of crafts – ongoing demonstration of crafts – **No selling**
 - Email with proposal and we will let you know the cost.

Please take into account the size of all the space you require including; the stall.
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

Purbeck Folk Festival is a family friendly folk festival based in Langton Matravers. This is our sixth year and we are expecting 3000 + people to attend, who will have access to the trading areas.

A full outline of the event can be found on the website. www.purbeckfolk.co.uk.

Each pitch comes with 2 festival wristbands. Other wristbands for stands can be purchased at a discount by agreement via Phil@purbeckfolk.co.uk

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

On Site

On arrival, please report to the event production manager, 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:-**

Wednesday 20th August 2014 09.00 to 20.00

Thursday 21st August 2014 09.00 to 16.00

Friday 22nd August 2014 08.00 to 11.00

Clearance with vehicle not until 9.00am on Monday, stallholders may carry their equipment out by hand or sack truck.

Guideline for trading times:

Thursday 21th August 2014 – 17.00 – 24.00

Friday 22nd August 2014 – 12.00 – 01.00

Saturday 23st August 2014 – 08.00 – 01.00

Sunday 24th August 2014 - 08.00 – 01.00

These hours are the events and music operating times of the festival, and act as a guide only, traders can operate outside of these if they wish.

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 12.00pm on Friday 22th August.

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. A single 13 Amp electricity supply can be provided an additional cost of £30 for the event. This must be booked on the form below.



Trader Application Form

Trading Name:

Contact Name:

Address (with postcode):

Telephone:

Mobile:

E-mail:

Website:

Merchandise (give a short, detailed description):

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

I agree to abide by the terms and conditions of the festival as outlined on the bottom of this contract.

Sign here:

Print name:

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

Draw a simple diagram of your outlet pitch below with measurements, including set up behind stall. Remember to include all guy ropes, gas bottles, signs etc. The arrow shows the front of the outlet. Please attach any photos of your outlet if you have them.

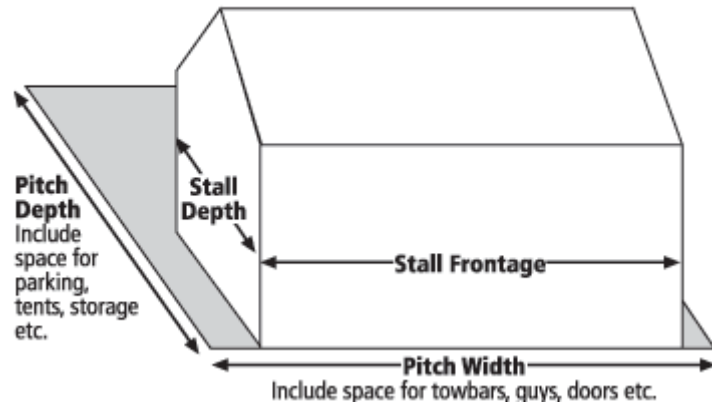
• These measurements must be accurate as they determine where you are placed

Pitch Width metres

Pitch Depth metres

Stall Frontage metres

Stall Depth metres



Total metres front of your pitch x category rate =

+ £30 (if required) =

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:

TERMS AND CONDITIONS OF TRADING

Please ensure you read and comply with the following Terms and Conditions for trading with the promoter. Any company or person found to be in breach of these conditions on site will be evicted without reimbursement of any monies paid for the concession.

- Payment for stalls must be made before the date specified on the offer letter. Non-payment by that time will result in the site being reallocated. Traders will be charged the cost of any cheques not honoured by the bank
- Sub-contracting stalls or a part of stalls, by traders is not permitted, and traders must only sell goods specified in their application form.
- Traders must set up at the time specified in the Traders Information pack for each event and at no other times. No company/person will be allowed to trade without prior arrangement.
- You are paying for a space and no other facilities will be provided. There are no guarantees for particular positions on site. Depth of stalls will be determined by frontage booked. Any encroachment beyond the allotted space would have to be paid for and/or could be construed as breach of contract.
- **TRADERS ARE NOT PERMITTED TO SELL OR TRADE IN:**
 - Any illegal substances, including magic mushrooms
 - Any poppers, laughing gas, amyl nitrate products/GBH etc. or any “legal” or “herbal highs”/nitrous oxide
 - Alcohol of any description including vodka jellies.
 - Any cigarettes, tobacco and/or associated products without prior approval.
 - Any unauthorised records, CDs, video, tape or any other format recordings, as well as and including audio and video recorders
 - Any item purporting to be official, or un-official festival merchandise of any description or with regard to any of the bands appearing at the festival
 - Any “Black Henna”
 - Any gas canisters or any aerosols over 250ml
 - Any item made out of glass, including but not limited to glass bottles, jars and containers Any Chinese lanterns, handheld candles, flares, potted candles, fireworks, any portable laser equipment and laser pens
 - Any air horns or megaphones, beer bong, or funnels.
 - Any item which may reasonably be used as a potential weapon, is distinctively a weapon, and all knives
 - Any unofficial tabards or reflective jackets
- Festival Organisers may confiscate any goods of a sexist, racist or offensive nature.
- All traders must display signs with their business name and address and price lists in a visible location at their stall. Any descriptions of goods made by traders must be accurate.
- Employers Liability and Public Liability Insurance must be on display in stalls at all times. Traders must meet all employer’s legal Health & Safety responsibilities to their staff and must ensure contractors delivering to/working on their stall are suitably insured.
- Traders must ensure their staff adhere to the published pass system. Pitches are sold with an allocation of trader passes. Extra passes cost the same as event tickets. Vehicle passes are non-transferable and must not be switched to another vehicle.
- No animals are permitted on Festival sites.
- No alcohol can be brought onto the site for personal use or for the use of staff.
- All vehicles are brought on site at their owners' risk, and must be suitably insured. Only diesel powered vehicles may remain on site during the license period. Petrol vehicles must be parked in the traders' car park off site when stalls are operating. Only authorised vehicle movements may take place during the license period. 5-mph speed limits are in force on all sites at all times. No motor cycles, quad bikes or buggies are permitted on site. Traders are responsible for arranging that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates. Delivery firms must be told they come on site at their own risk.
- Traders must comply with legislation relating to Health, Safety, Hygiene, Noise at Work, Working at Height and smoke free legislation. Traders are not permitted to start trading until they have completed a health and safety checklist.
- Traders are responsible for keeping both the 10 metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders leaving any rubbish, refrigerators, furniture, equipment or structures will be charged for the cost of clearing their site and disposing of the rubbish – and may not be invited back to trade at future events.
- Waste water must be put in the containers provided and not poured on the ground or into streams. The dumping of sumps is prohibited at all sites.

- It is essential that all traders have appropriate fire extinguishers for their stalls. Food traders require 5kg Dry Powder extinguishers and fire blankets.
- All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed. Bottled gas can normally be purchased from the supplier on site
- Traders are not allowed to bring straw on site. Under no circumstances can traders have straw inside their stalls, irrespective of weather
- Electricity for markets traders will be provided on site. Generators are not permitted. Traders who pull more power than agreed will be disconnected and closed down. All electrical equipment on site must have a current safety certificate.
- Food traders must use compostable, biodegradable disposables including wooden cutlery. Traders must ensure taps are not left running or connect to public taps.
- No broadcasting of sound or visual images (including transmitting or casting text messages or other material to mobile phones) will be permitted by any trading staff or from any stall without prior permission.
- Traders are required to cooperate fully with Officials – including site management, security, the emergency services, the Police and all official organisations of the site – such as the Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- The promoter will not accept responsibility for the level of trading at an event. No rebates will be given to traders as a result of adverse weather conditions, changes in performance programmes, re-siting of acts to different venues, nor as a result of any changes in the layout of trading areas.
- If a trader is closed down and/or evicted from site for contravening an event license, any of these Terms & Conditions or prescribed health and safety or environment health standards, they shall not be entitled to any rebate.
- All marquees, tents or other self-build structures should be of sound construction including all supporting poles, frames, guy ropes, stakes anchors and fastenings etc. and all guy ropes and fixing stays shall be conspicuously marked to ensure they do not present a trip hazard. Gazebos are **NOT** suitable for trading as they are likely to be blown away even by light winds.

Fly pitchers will not be tolerated. You may not sell goods from any area other than your designated pitch, sell goods other than those indicated on your application, or trade outside of the designated trading hours, as this will constitute illegal trading, and you will be closed down.

You may not sell drinks in glass containers, the whole site has a No Glass Policy.