

BROADSTAIRS FOLK WEEK CRAFT FAIR 2020

Application for Catering Spaces Saturday 8th August – Friday 14th August 2020

Please fill in all sections even if you have been to festival before

It is essential that you read the Festival Craft Fair Terms and Conditions 2020

Please print details below in block capitals, take a photocopy for your records & send back to BFW. All applications to the Craft Fair must be submitted on this form. Submission of this form does not guarantee you a pitch;

We will confirm this to you in writing.

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|--|--|--|------------------|---|
| Name of Stall holder and Trading as: | | | | |
| Name for Wrist Bands –All traders must wear a wrist band for ID and access to the compound. We reserve the right to refuse access to anyone without a wristband. | | 1. | | |
| | | 2. | | |
| Address | | | | |
| Postcode: | | | | |
| Telephone & Mobile Number: | | | | |
| E Mail Address: | | | | |
| Website address: | | | | |
| Description of Stall Please give a full description of the items on sale at your UNIT with food and drink menu. Please attach additional information, especially photos of your catering unit. Please note that you will not be allowed to sell items that are not listed in this section | | | | |
| Vehicle registration number for access permit. | | | | |
| Outside stalls only £56 per foot | | | | |
| Your frontage width requirement We offer a minimum of 10ft and max 25ft. All stalls are max depth of 10ft. There are no spaces behind for additional storage etc. | | Width options are: 10,15,20,25 feet | __ft x £56 | £ |
| Camping space and overnight stays at the Festival Campsite Must be booked in advance. Campsite rules apply, all Campsite amenities will be open to you. | | | £50 for the week | £ |
| There is overhead lighting inside and outside of the craft tent supplied within your fee. POWER SUPPLY: For extra power supply or lighting: | | | | £ |
| <ul style="list-style-type: none"> • £60 - 1kw of power direct to your stall. You will be supplied with a socket for a 3 pin 13 or 16 amp. • £70 gives you the above plus hire of a light fitting for one socket. • £100 – 2 sockets @ 1kw of power direct to your stall. You will be supplied with a socket for a 3 pin 13 or 16 amp | | | | |
| Fees are for the week 10 th -16 th Aug. No appliance should exceed the wattage. ALL YOUR EQUIPMENT MUST BE PAT TESTED BEFORE FOLK WEEK. We need you to send a copy of your PAT certificate to us in advance and you MUST bring a copy with you. Our Festival Electrician has the right to cut off electrical supply should you be found to be breaking the rules of usage. <i>Except for catering retailers that require 24x7 power for chiller and refrigeration units from Thursday 8th, power will be supplied between the hours of 9.30am and 9.30pm from Saturday 10th until Friday 16th.</i> | | | | |
| <i>Total cost</i> | | | | £ |

NB: Folk Week has no allocated parking in town for stallholders and all parking is at owner's own risk.

Have you enclosed.....?

| | |
|---|--|
| <p>PAYMENTS £50 deposit payable on acceptance of your application - deadline for consideration 31st January. Late applications may still be considered but risk decline. I agree that I will pay the balance <i>by 31st May 2020</i></p> <p>I have included/paid direct the full payment (delete as applicable) Please make cheques payable to: Broadstairs Folk Week or make direct payment to the Festival sort code:401502 acc:41237853 please reference the payment CF20 and your stall or surname ref. CF20SMITH</p> <p>NB – If full payment has not been made by the 31st May 2020 you will be at risk of losing your space. We do NOT accept post-dated cheques.</p> | <p>Deposit of £50 Yes/No Already paid a Deposit of £_____</p> <p>Full Payment of £_____</p> |
| <p>INSURANCE I have included a copy of my current Public Liability Insurance policy A photo of NFMT membership card is also accepted.</p> | <p>Yes/No RENEWAL DATE OF Insurance/membership.....</p> |
| <p>RISK ASSESSMENT I have enclosed a completed Risk Assessment Form for my stall. Please fill this out properly as a Council official will be checking it.</p> | <p>Yes/No</p> |
| <p>ELECTRICITY (if applicable) I have enclosed copies of my PAT certificates for any electrical items I may wish to use. I understand that failure to be compliant with rules will result in my losing electricity supply.</p> | <p>Yes/No</p> |
| <p>FOOD SAFETY I have enclosed copies of our food hygiene and other related certificates. Please note that we will not accept any caterer with a food hygiene rating less than 4.</p> | <p>Yes/No</p> |
| <p style="text-align: center;">NB BROADSTAIRS FOLK WEEK MAY CANCEL THE BOOKING IF THE APPLICANT DEFAULTS IN PAYMENT OF THE DEPOSIT OR THE FULL AMOUNT BY THE STATED DEADLINES ABOVE.</p> | |

I/We agree to abide by the Broadstairs Folk Week Craft Fair terms and conditions 2020 and have enclosed all the requested information

Signature.....

Name

Name of Block Capitals

Please return this form to:
 Broadstairs Folk Week
 Music Room
 Pierremont Hall
 Broadstairs
 Kent
 CT10 1JX
 E Mail: tess@broadstairsfolkweek.org.uk
 Telephone: 01843 604080

Office Use Only:

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|---------------------------------------|
| Trader: |
| Frontage: |
| Electricity: |
| Camping: |
| Balance Outstanding: |
| Risk Assessment: |
| Insurance Details: |
| PAT certificate if applicable: |
| Food Hygiene: |

Craft and Music Fair Terms & Conditions 2020 It is important that all traders read this information



Accommodation—No camping or caravans will be permitted at the Craft Fair site. Camping is permitted at the Festival Campsite only (this is a 10-15 minute drive from the craft fair site). All campers must abide by the Festival campsite rules. Traders, who have vans that are integral to their stall which are also used for camping, are permitted to camp in their vans on the Craft Fair site. Please note that no additional tents or other camping accommodation, other than vans that are integral to a stall which are also used for camping, are permitted on the Craft Fair site.

Applications— Applications can be sent into the Festival office. Only applications submitted using the Festival application form will be considered. First time traders at the Festival MUST include photographs of their products and stall layout. The Festival reserves the right to refuse any application. **CLOSING DATE FOR CONSIDERATION OF YOUR APPLICATION IS 31st Jan.** Successful applicants will be informed once your application has been approved. Unsuccessful applicants will be notified ASAP. No pitch will be considered as booked until the fees are paid in full. We do accept joint/shared stalls but both traders must be on the application form at time of booking. Any person booking a pitch will be deemed to have done so in accordance with these terms and conditions.

Payment – All payments must be made in full by the 31st May 2020 at the latest. Failure to pay by this date will result in your application being cancelled. Cheques should be sent to Broadstairs Folk Week. BACS payments should be sent to S/C 401502 A/C 41237853 ref the name of your stall.

Insurance — All stalls must have their own Public Liability Insurance for at least £5,000,000. A copy of the current certificate must be sent with the application. The certificate, covering the Festival period, must be produced at the Festival. Applications cannot be accepted without insurance cover.

Collections & Appeals — As the Festival is a charity itself, we do not allow collections, raffles or lottery tickets other than for Folk Week funds.

Dogs— No dogs allowed on the site except assistance dogs. (Please inform Festival organisers at time of booking)

Playing of music/use of audio equipment — this refers to music or use of audio equipment that is in keeping with the Festival atmosphere only—MUST be kept to an acceptable volume level and MUST NOT cause disruption to other traders or Festival activities. The Craft Fair Manager's decision on allowing the playing of any music is final. If you plan to use audio equipment as part of your stall display, please inform the Festival Organiser.

Rubbish— Recycling bins are supplied on site for your waste – please take care to use the appropriate recycling bin for your waste. All rubbish/equipment etc. must be cleared off the site by the stall holder by the end of the Festival leaving the site clean and clear. Any cardboard boxes or other large items must be broken down before being put in the recycling bins.

Food sales— Unless stall has been booked as a catering stall, the sale of food prepared on the premises is forbidden.

Products — Description of items on sale must have been included in the application. No offensive or anti-social items to be sold. Any items deemed unsuitable, or not included in the list of items on the application form, must be removed at the Festival Organisers' discretion.

Cancellation — Should a trader cancel their attendance after their application has been accepted, fees will be non-refundable. Should the Authorities cancel the event fees will be non-refundable. Should the Festival Organisers cancel the entire event fees will be refundable. Should bad weather or other similar event cause the Festival Organiser's safety consultants to advise partial closure of the event, no refunds will be given. No refunds part or in full will be made should trading not meet expectation. Any refunds will be at the Festival Organisers' discretion.

Electricity – There is overhead lighting inside and outside of the craft tent supplied within your fee. For extra power supply or lighting: 1kw of power direct to your stall £60 per week on your stall charge. You will be supplied with a socket for a 3 pin 13 or 16 amp. Extras - Light fitting for one socket £10 extra—If you want to add 2 sockets @ 1kw each for the week £40 extra. No appliance should exceed cont...

the wattage.

ALL YOUR EQUIPMENT MUST BE PAT TESTED BEFORE ARRIVAL. You must have a copy of your PAT certificate with you, you must show this to the electricians before they connect your supply. If our electricians believe that equipment is unsafe or could cause a hazard your stall will not be connected or will be cut off. Except for catering retailers that require 24x7 power for chiller or refrigeration units from Thursday 6th, power will be provided between the hours of 9.30am and 9.30pm, from Saturday 8th to Friday 14th.

Stall space - Pitches are sold by width and depth, the site only offers a limited number of deeper outside stalls. Pitches are sold in foot units (minimum of 10 feet for outside stalls; minimum of 6 feet for inside stalls) plus the extra fees for deeper pitches – please see the booking form for options. Please ensure that you book the appropriate size pitch for your stall – space is allocated on the basis of booked pitch size and there is no guarantee that any extra space will be available. Tables are only available if booked and paid for in advance. No chairs are supplied. Only stalls that have paid for extra room for vehicles may park behind stalls, any vehicles that are integral to the stall MUST remain within the booked area. Exceeding this will incur a charge. Stalls must not exceed the booked area, as doing so can cause an access problem for services. Please do not encroach beyond your allotted stall space, and keep any marked walkways clear for electrical and security access.

Outside Stalls – the Craft Fair is held on a cliff-top site and can be subject to high winds and inclement weather conditions. As a minimum, all outside stalls should be able to withstand winds of at least 20mph. The Festival Organisers reserve to the right to remove any outside stalls that the Festival Organiser's safety consultants deem not adequate for the expected weather conditions.

Trading hours - Opening hours will be between 10am and 9pm Saturday 8th August 2020 — Friday 14th August 2020. The organisers reserve the right to alter the hours of operation at the event without advance notice to stall holders. Please note that if you do not adhere to these trading hours, it will be taken into consideration should you apply in future years.

Set up /Take down— Access to the site for outside stall holders will be from 12 noon on Thursday 6th August and for inside stall holders from 12 noon on Friday 7th (subject to completion of marquee safety checks). **DO NOT ARRIVE BEFORE THESE TIMES YOU WILL NOT BE PERMITTED ENTRY.** If you are arriving after 2100 on Friday 7th you will need to check in with security before gaining entry. Set up needs to be complete by 0930 on Saturday 8th August. Vehicles must be removed from site by 0900 Saturday 8th August. Allocation of plots will be at the manager's discretion, your stall positions will be given on arrival, do not phone in advance. Dismantling must not commence until 2100 on Friday 14th August. **ALL TRADERS SHOULD BE CLEAR OF THE SITE BY 10AM SATURDAY 15TH AUGUST 2020.** Please drive and park considerably and follow the instructions of the Craft Fair Manager with regards to traffic management.

Security - Overnight security is provided. Neither the Festival or security firm can be held responsible for any loss or damage. Wristbands must be worn at all times while on-site – we reserve the right to refuse access to anyone who is not wearing a wristband.

Deliveries/ vehicles on site – Vehicles for restocking are permitted on site between 0630 and 0830. There is no parking on site as space is extremely limited. One vehicle permit is allowed per stall and must be displayed at all times whilst on site (this will be emailed to you before the Festival with your final details). Please drive and park considerably and follow the instructions of the Craft Fair Manager with regards to traffic management. Apart from catering retail units, which are expected to be self-contained single units, no other vehicles (e.g. stock vehicles, support vehicles) will be allowed on-site during trading hours.

Attitude - Our Craft Fair is a community all of its own and we do expect traders to be civil to each other and our volunteer management. Should a trader be deemed to be offensive, or unpleasant the Festival reserves the right to cancel their booking and they will be asked to leave the site and NO monies will be refunded.

The Festival Organisers reserve the right to introduce other Terms & conditions as the atmosphere, weather or local authority may dictate. However, the Festival organisers will be fair and reasonable. The Festival Organisers reserve the right to remove any exhibitor whose stand does not reach the required standard or does not comply with these or any other Terms & Conditions. Broadstairs Folk Week accepts no liability for any claim, compensation or refund relation to the event, their holding curtailment or cancellation.