

BROADSTAIRS FOLK WEEK CRAFT FAIR 2021

CATERING VENDORS

Saturday 7th AUGUST – Friday 13th AUGUST 2021 – The event is dependant of Government Road Map going to plan. Please fill in all sections even if you have been to the festival before, it is essential that you read the Festival Craft Fair Terms and conditions 2021. **Submission of this form does not guarantee you a pitch, we will confirm this to you in writing.**

| Name of Stall holder and Trading as: | | | |
|---|---|--|------------------|
| All stalls will be issues with 2 wristbands, 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. Please let us know If you require more than 2 for staff. _____ | | | |
| 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. | | | |
| PITCH SPACES | | | |
| Standard 3m x 3m Can be extended up to max 7m width All stalls are max depth 3m plus there is space behind for additional storage etc. | 3m x 3m (approx. 10ft x 10ft) Additional width £150 per meter | £560 Additional width per m £150 x _____ | £ |
| Camping and overnight stays at the Festival Campsite, there is no camping on the craft fair site (please book in advance) Campsite rules apply, all Campsite amenities will be open to you. | | £60 for the week (max2 persons) | £ |
| There is general overhead lighting around the site and in the open marquees which is supplied within your fee. Additional Options are: a) £60 – 1 x 13amp socket @ 1kw of power direct to your stall. b) £60 – 1 x 16amp socket @ 1kw of power direct to your stall. c) £70 – 2 x 13amp socket @ 1kw of power direct to your stall. d) £90 – 1 x 32amp supply @ 1kw of power direct to your stall. You must have proof of PAT testing for your electrical equipment. Please see terms and conditions. We are no longer able to supply a light fitting for outside traders , If you require additional lighting you will need to supply your own, using either solar or that can be plugged into a 13amp socket, this will need to have a PAT certificate and with the correct IP rating. <i>Catering retailers that require 24x7 power for chiller and refrigeration units from Thursday 5th, other pitch electricity will be supplied between the hours of 9.30am and 9.30pm from Saturday 7th until Friday 13th.</i> NB: Folk Week has no allocated parking in town for stallholders, we have some parking at the campsite, all parking is at owner's own risk. | | | a/b/c/d £ |
| <i>Total cost</i> | | | £ |

Have you enclosed.....?

| | |
|--|--|
| <p>PAYMENTS £50 deposit payable on acceptance of your application – deadline for consideration 30th May 2021 Late applications may still be considered but risk decline. I agree that I will pay the balance by 16th July 2021 or my application may be cancelled.</p> <p>Please make cheques payable to: Broadstairs Folk Week or make direct payment to the Festival sort code:401502 acc:41237853 please reference the payment CF21 and your stall name or surname e.g. CF21SMITH</p> | <p>Deposit of £50 Enclosed or paid direct Yes/No</p> <p>Deposit of £_____ already paid Yes/No</p> <p>Full Payment of £ _____ enclosed or paid direct</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>Health and Safety - RISK ASSESSMENT We will be implementing hygiene stations at the entrance of the area and monitoring the number of people on site to reduce the risk of overcrowding. We have also changed to open sided marquees to give as much ventilation as possible. <i>We expect you to take steps to ensure your own personal safety and that of your staff and customers. Please enclosed a completed Risk Assessment taking the above into consideration.</i> It is the responsibility of each stallholder to ensure that they are compliant with the current Government COVID-19 regulations. If you have a NCASS covid 19 safety certificate or similar, please enclose a copy.</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>Gas – you must inform us if you intend to have any gas canisters on or near to your stall.</p> | <p>Yes / No type _____</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

Craft and Music Fair Terms, Conditions, and information 2021 It is important that all traders read this information.

HELD AT VICTORIA GARDENS, VICTORIA PARADE, BROADSTAIRS, KENT CT10 1QS, 7TH-13TH AUGUST 2021

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 30th May.** 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 16th July 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, 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, deposit 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 refund's 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 outside around the site and inside the open marquees, this is supplied within your fee. We can offer an electrical supply direct to your pitch for a fee, please see application form for prices and type of supply available. **Additional lighting**, we are no longer able to offer light fittings, so if you want additional lighting, you will need to supply your own fitting powered by

either solar or pay for a socket. ALL YOUR EQUIPMENT MUST BE PAT TESTED BEFORE ARRIVAL and have the correct IP rating. Please send PAT certificates these to the Festival office in advance or have a copy of your certificates with you to show 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. Power will be provided between the hours of 9.30am and 9.30pm, from Saturday 7th to Friday 13th. Except for catering retailers that require 24x7 power for chiller or refrigeration units from Thursday 5th.

Gas – you must inform us if you intend to have any gas canisters on or near to your stall.

Stall space - 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.

Site position – 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 stall coverings should be able to withstand winds of at least 20mph. The Festival Organisers reserve the right to remove any stall covering 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 7th August 2021 — Friday 13th August 2021. 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 Catering and stall holders with their own shelters will be from 12 noon on Thursday 5th August and for open marquee traders from 12 noon on Friday 6th (subject to completion of marquee safety checks). Please DO NOT ARRIVE BEFORE THESE TIMES YOU WILL NOT BE PERMITTED ENTRY. If you are arriving after 8pm on Friday 6th you will need to check in with security before gaining entry. Set up needs to be complete by 9.30am on Saturday 7th August. Vehicles must be removed from site by 0900 Saturday 7th August. Allocation of plots will be at the festivals discretion. Dismantling must not commence until 2100 on Friday 13th August. ALL TRADERS SHOULD BE CLEAR OF THE SITE BY 10AM SATURDAY 14TH AUGUST 2021. Please drive and park considerately 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 0900 There is no parking on site as space is extremely limited. One vehicle permit is allowed per stall and must always be displayed whilst on site. Please drive and park considerately 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 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.

BROADSTAIRS FOLK WEEK, Music Room, Pierremont Hall, Broadstairs, Kent CT10 1JX Website: www.broadstairsfolkweek.org.uk
Tel: 01843-604080 Email: info@broadstairsfolkweek.org.uk Registered Charity No. 11046874 Registered Company No: 4485945