

## Craft and Music Fair Terms, Conditions, and information 2022

**It is important that all traders read this information.**

**HELD AT VICTORIA GARDENS, VICTORIA PARADE, BROADSTAIRS, KENT CT10 1QS, 6<sup>TH</sup>-12<sup>TH</sup> AUGUST 2022 10am-9pm**

**Accommodation**—No motorhomes, caravans or camping are 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, and which are also used for camping, are permitted on the Craft Fair site, these are limited (see booking form). 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 30<sup>th</sup> 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 30th of June 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 sort code 401502 A/C 41237853 ref CF22 yourname.

**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 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.

**Environmental impact** – We encourage all our traders to reduce their environmental impact as much as possible - please reduce the use of single use plastics and recycle as much as possible.

**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.

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**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 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 6th to Friday 12<sup>th</sup>, except for catering retailers that require 24x7 power for chiller or refrigeration units from Thursday 4<sup>th</sup>.

**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 based on 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 booked 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 each day from Saturday 6th August 2022 — Friday 12th August 2022. 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 4th August and for open marquee traders from 12 noon on Friday 5<sup>th</sup> (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 5th you will need to check in with security before gaining entry. Set up needs to be complete by 9.30am on Saturday 6th August. Vehicles must be removed from site by 0900 Saturday 6th August. Allocation of plots will be at the festival’s discretion. Dismantling must not commence until 2100 on Friday 12th August. **ALL TRADERS SHOULD BE CLEAR OF THE SITE BY 10AM SATURDAY 13TH AUGUST 2022**. 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 always worn 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 06:30 and 09:00. 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 attempt to 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.

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