

## Broadstairs Folk Week Craft Fair 10<sup>th</sup>-16<sup>th</sup> August 2024 Application

[enquiries@broadstairsfolkweek.org.uk](mailto:enquiries@broadstairsfolkweek.org.uk) 01843 604080



by submitting your application form, you are agreeing to adhere to the Folk Week Terms and conditions, as below. If your application is successful, you will be asked to provide proof of insurance, risk assessment and if applicable, PAT testing and food hygiene ratings/certificates. We do our best to have a diverse selection of products, although we can't guarantee exclusivity.

**Your completed application form should be returned to:** [enquiries@broadstairsfolkweek.org.uk](mailto:enquiries@broadstairsfolkweek.org.uk) or by post to Broadstairs Folk Week, Kent Innovation Centre, Millennium Way, Broadstairs, Kent. CT10 2QQ

**Event address:** VICTORIA GARDENS, VICTORIA PARADE, BROADSTAIRS, KENT CT10 1QL

**Event opening times:** 10am – 8.30pm Saturday 10<sup>th</sup> August – Friday 16<sup>th</sup> August 2023

**Applications**— The Festival will consider each application. Successful applicants will be invoiced for a non-refundable deposit payment of £100, due no later than four weeks after acceptance. Unsuccessful applications may be held on a reserve list, pending cancellation of traders of same type. 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. We do accept joint/shared stalls but both traders must be on the application form at time of booking, subletting or transfer of the area allocated to stallholders is forbidden.

**Payment** – All payments must be made in full by the 30th June at the latest. Failure to pay by this date will result in your application being cancelled. Payments can be made either using the credit card link on our invoice or direct bank transfer to Broadstairs Folk Week, sort code 401502 Account number 41237853 ref CF24stall name.

**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 before the 30<sup>th</sup> July, Applications cannot be accepted without insurance cover.

**Trading hours** - Opening hours will be between 10am and 8.30pm each day from Saturday - Friday. 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.

**Stall space** – Allocation of positions will be at the festival's discretion. 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 of position or 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 depth or vehicle space may park behind stalls. Any vehicles that are integral to the stall MUST be booked for and 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 access.

**Security** – The Victoria Gardens site will have a locked, perimeter security fence with a security firm in attendance overnight. Traders will be given wristbands to enable them to gain access outside of trading hours to restock and set up. Neither the Festival or security firm can be held responsible for any loss or damage.

**Products** — Description of items on sale must be included in the application. No offensive or anti-social items to be sold. You may be asked to remove any items deemed unsuitable, or not included in your list of items on the application form, this is at the Festival Organisers' discretion. Broadstairs Folk Week is a charity; therefore, our merchandise sales are an important part of our fundraising, we do ask that traders refrain from selling products on their stall that depict or represent festival characters or our logo unless you are willing to donate to the festival. Please get in touch if you have products, we might be interested in purchasing for our fundraising. Thank you for your understanding.

**Set up /Take down**— Access to the site for catering and stall holders with their own shelters will be from 12 noon on Thursday 8th August and for marquee traders from 12 noon on Friday 9<sup>th</sup> (subject to completion of marquee safety checks). Please DO NOT ARRIVE BEFORE THESE TIMES (unless previously arranged) AS YOU WILL NOT BE PERMITTED ENTRY. If you are arriving after 8pm on Friday 9th you will need to check in with security before gaining entry. Set up needs to be complete by 9.30am on Saturday 10th August. Vehicles must be removed from site by 9.30am. **Dismantling** must not commence until 2030 on Friday 16th August. ALL TRADERS SHOULD BE CLEAR OF THE SITE BY 10AM SATURDAY 17TH AUGUST 2024. Please drive and park considerately and follow the instructions of the Craft Fair Manager and team with regards to traffic management.

**Power** – There is overhead lighting outside around the site and inside the open marquees, this is supplied within your fee. Electricity will be supplied to Stall holders, where requested, at an additional charge. Electrical equipment must have current PAT certification in accordance with British Standards requirements. Power is only supplied overnight to catering refrigeration units.

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BROADSTAIRS FOLK WEEK, Kent Innovation Centre, Millennium Way, Broadstairs, Kent. CT10 2QQ

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**Registered Charity No. 1104684** Registered Company No: 4485945

Broadstairs Folk Week is a not-for-profit organisation

Please send PAT certificates to the festival office in advance or have a copy of your certificates with you to show the electrician before they connect your supply. If our electrician believes 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 10th to Friday 16<sup>th</sup>, except for catering retailers that require power for chiller or refrigeration units from Thursday 8<sup>th</sup>.

**Gas** – No traders will be allowed to use propane or butane gas unless they have registered its use with the organisers and confirmed that the gas bottles are supplied through a Gas-Safe supplier and equipment has current certification.

**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 is allowed on site per stall for restocking. Please drive and park considerately and follow the instructions of the Craft Fair Manager with regards to traffic management.

**Environmental impact & Rubbish** – We encourage all our traders to reduce their environmental impact as much as possible – please follow government guidelines regarding single use plastics, reducing their use wherever possible. Recycling and General bins are supplied on site – please take care to use the appropriate recycling bin for your waste. All rubbish/equipment etc. must be cleared off the site by stall holders by the end of the festival, leaving the site clean and clear. Any cardboard boxes must be broken down before being put in the recycling bins.

#### **Health and Safety - RISK ASSESSMENT**

We expect you to take steps to ensure your own personal safety and that of your staff and customers. Please submit a completed Risk Assessment

**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.

**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 accommodation, are permitted on the Craft Fair site, these are very 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 accommodation, are permitted on the Craft Fair site.

**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.

**Food sales**— The sale of food prepared on the premises is only permitted if booked as a catering pitch. Anyone wishing to sell Alcohol may only do so with prior agreement with the Festival's Licence holder.

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

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

**Dangerous Substances** – it is strictly forbidden for any dangerous substances to be used at the festival.

**Drugs** - Any stallholder found using or trading illegal drugs will be asked to leave the Craft Fair immediately.

**Cancellation** — any trader cancelling their application after being accepted, forfeits the deposit fees. 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 Organisers 'safety consultants to advise partial or full 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.

**Attitude** – We ask all stallholders to behave in a way which upholds and enhances the reputation of the festival. 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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