

Dear Trader,

www.tribfest.co.uk Music Festival – 20th 21st 22nd August 2010.
Beverley Polo Club
Tickton
Beverley
East Yorkshire
HU17 9RX

A copy of the Retail Traders' Application Form for www.tribfest.co.uk Music Festival 2010 is enclosed for you to complete together with Terms and Conditions of Trading.

Please note this application form covers retail concessions only.

As with the last 3 years, we will attempt to keep 'overlap' to a minimum, so that traders are not in direct competition with each other. However, please understand that there may be some items on offer from more than one stand.

Please fill in neatly, accurately, in block capitals and black ink. If you want more than one stall, please complete an application for each site, and submit the applications together.

The markets at The Tribfest Music Festival are an integral part of the enjoyment of the festival. We are looking for original, quality stalls, which are well presented and serve customers in a friendly and fun manner.

Application forms must be returned to this office with a deposit of **£115.00 incVAT by 1st May 2010, and a post dated cheque for the balance of the fee dated 1st July 2010. The deposit will only be refunded should we not be able to accept your application.**

We hope Tribfest proves both enjoyable and successful for you.

Please send the forms Cheques on completion to:

Ed Faulkner
Ed Entertainments Ltd
1 Gillshill Road
Hull
East Yorkshire
HU8 0JG

Make cheque Payable to **Ed Entertainments Ltd** with total amount including VAT

Thank you,

Eddy Faulkner
Ed Entertainments Ltd
www.tribfest.co.uk
Director

Terms and conditions for trading at The Tribfest Music Festival 2010

- 1 • **Traders must only sell goods specified in their application at the price specified.** Any changes to the application form must be made in writing to the Festival Office at least two weeks prior to the start of the festival.
- 2 • **Sub-contracting** stalls or a part of stalls, by traders is not permitted.
- 3 • **Full payment for stalls must be made before 1st July 2010** to: Ed Entertainments Ltd 1 Gillshill Road Hull HU8 0JG . Non-payment by that time will result in the site being reallocated.
- 4 • **Traders to be on site from Thursday 12 noon and set up by 11.am Friday 20th August 2010,** and be ready to trade 3pm on Fri , when the public starts to come on site. Access to the site for setting up will be between 8am and 8pm on Thursday. The Management reserves the right to reallocate stalls, if essential for operational reasons or if traders arrive late. The site must be vacated by 2pm on 24thAug 2009 . Stalls must be open between 11.00 and 12 midnight on Saturday and Sunday. And 3.00pm till 12 midnight Fri
- 5 • **All vehicles are brought on site at their owners' risk.** The Festival cannot accept any responsibility for any loss or damage that may occur during the festival.
- 6 • **Deliveries.** Traders are responsible for arranging with market managers that delivery Vehicles have all necessary paperwork and passes prior to arriving at vehicle gates.
- 7 • **Food traders must use compostable, biodegradable disposables.** In the interest of the environment should a trader bring on site, or use, polystyrene or other environmentally unfriendly disposables, they will not be permitted to continue trading.
- 8 • **Electricity for markets traders will be provided by The Festival,** There will be a small charge for this service. Generators are not permitted on site for health, safety and noise reasons. Traders must have electric light for safety and security. Please advise us of your power requirements in advance; failure to do so may result in you having no or not enough power. All electrical equipment on site must have been tested and have a current safety certificate (eg PAT certificate).
- 9 • **Unauthorised Tribfest Music Festival logos** on any goods - such as T-shirts, baseball caps and craft goods - and any bootleg goods - will be confiscated.
- 10 • **No animals are to be brought on site.** This is a license condition.
- 11 • **Traders are responsible for ensuring that they and their staff adhere to the published pass system.** The Festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without passes will not be admitted to the festival. Vehicle passes are non-transferable and must not be moved to other vehicle.
- 12 • **Amplified Music.** No music to be played without prior agreement with the Festival Management.
- 13 • **No broadcasting of visual images** without prior agreement with the Festival Management.
- 14 • **No rebates will be given** to traders as a result of adverse weather conditions, nor as a result of changes in performance programmes or re-siting stalls within the Festival. The Festival will not accept responsibility for the level of trading during the event.

Health & Safety

- 1 • **Traders must comply with the Health, Safety and Hygiene requirements** of the Festival Management and East Yorkshire County Council. Traders are not permitted to start trading until they have been given the go ahead the Event Safety Officer, following a Health and Safety Inspection.
- 2 • **Certificate of Employers' Liability and Public / Product Liability Insurance** must be provided to the site management before trading. Likewise traders are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured. The minimum level of insurance required is £5 million per occurrence in respect of Public Liability, Products Liability and Employers Liability.
- 3 • **Risk assessments** are required for all traders, and should be returned with this form.
- 4 • **Official organisations.** Traders are required to co-operate fully with Site Management, The Event Safety Officer, Security, Emergency Services, Police and all official organisations on site - such as Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- 5 • **Traders are required to comply with the terms of the site licence.** A copy of the Festival license will be held at the Main Office. If a trader is closed down and / or evicted from site for contravening the licence, any of these terms and conditions or prescribed environment health standards, they shall not be entitled to any rebate.
- 6 • **Wastewater must be disposed of as directed** and not poured on the ground. Traders must ensure taps are not left running.
- 7 • **Traders are responsible for the removal and disposal of any waste oil from the site** There will be no facilities provided by the festival management for disposal on site. All Traders have to give £100 cash deposit on arrival and will be given it back once site festival staff are satisfied all waste has been cleared
- 8 • **Structures.** All traders' structures will be checked by the Event Safety Officer for stability. Unsuitable or unsafe structures will be required to be removed.
- 9 • **In order to reduce on site traffic,** Traders are expected to bring sufficient stock for each days trading. Vehicle movement will not be allowed during trading hours. Any vehicles being used must have the relevant passes. No motorcycles or unlicensed off road vehicles will be permitted. **There is a 5-mph speed limit on site at all times.**
- 10 • **Items not permitted on site.** Glass, body-piercing equipment, generators, lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons and will be confiscated. Glass items banned include all alcohol containers - even small containers of alcohol for personal consumption. Traders must co-operate fully with Festival Security in any search of vehicles or stalls.
- 11 • **An emergency access route** will be established into the main festival site, this must be kept clear of traffic and obstacles at all times.

Fire Safety

- 1 • **Fires.** No open fires are allowed on site.
- 2 • **No Petrol Generators** will be permitted on site.
- 3 • **Fire Safety.** Please ensure you have adequate exit points in the event of a fire and that you have sufficient lighting to see them. All exits should be indicated with an appropriate sign. We

also ask that you have fire safety equipment to the satisfaction of the Event Safety Officer, and that it has been tested in the last 12 months. All your staff should be trained in the event of a fire, and all structures and drapes must be durably flame-proofed to BS3120.

4 • **Catering Units** should be at least 2.5 metres apart with a fencing panel being utilised to provide both separation and a flush face. Catering vehicles and outlets will be required to provide at least one operational 5kg dry powder extinguisher and a light duty fire blanket.

5 • **Liquefied Petroleum Gases (LPG).** Traders are only allowed to bring one spare container of bottled gas on site (those for primary use plus 1 spare) and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas equipment in catering units must have a safety certificate issued within the last three months by a competent approved contractor, and must have a pressure relief valve. The storage of the spare container of LPG must be stored in the designated point as directed by the Festival Management.

6 • **Waste.** Traders are responsible for keeping both the 5 metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders must leave their site as they found it. All rubbish must be put into the appropriate skips or waste fluid containers. We ask you all to please take care of the environment in which you trade.

7 • **Closed Containers** must be provided in the secure area to the rear of catering outlets and stalls to accommodate refuse generated during the festival.

Cost

Please email info@edentertainments.co.uk for price list all prices include VAT

Contact Details

Trading name:		Your Name:	
Address:			
Town:		County:	Post Code:

Type Of Trade

Please indicate your main lines of trade and any other relevant areas

What you want to sell	Tick here if main	Tick here if also
Jewellery		
Musical Instruments		
Charity		
Camping		
Surplus		
Imported Goods		
Toys / Games		
Books / Cards		
Art		
Craft		
Clothes		
Food	Please Contact Ed Entertainments	07802 533414

Drinks- non-alcoholic	Please Contact Ed Entertainments	Ditto
Other (Please Specify)		

Tel:	Fax:
Mobile:	Home:
E-mail:	Website:

Programme Advertising

Are you interested in advertising your stall in the festival programme. **Yes/No** (please delete)

Description Of What You Want To Sell

Please give a detailed description of what you want to sell, include any relevant information with regards to influence or country of origin. We also require a proposed price list.

Have You Traded At Festivals Previously?

Please give a detailed description of what you have sold, at what festivals and which years have you traded. Please also let us know if you have traded under any name other than your current trading name.

Type of stall (Please tick)

- Trailer
- Stall Frame
- Tent
- Table stall
- Other (*please specify*)

Size of Stall

Pitch Width _____ Metres
 Pitch Depth _____ Metres
 Stall Frontage _____ Metres
 Stall Depth _____ Metres

Please include space for towbars, doors & storage in your measurements.

Staff

Total number of passes required: _____

Vehicles *Please include details of Vehicle type, size and purpose.*

Essential on-site vehicles:

- 1.
- 2.
- 3.

Car park passes:

- 1.
- 2.
- 3.

Electricity

As mentioned previously generators are not permitted on site. The Festival will supply power to the traders’ electrical needs. You (Traders) will be charged for power used. Power will be supplied through CEE form sockets mounted on distribution boxes within 25 metres of your stall. You will need a good quality, correctly rated, extension lead.

Have you checked your entries on this form?

If you are confident that the information you have given is correct, please sign below, without your signature your application will not be considered.

I agree to abide by the Terms and Conditions for trading at Tribfest Music Festival if allocated a stall. I understand that if I wish to change any details in this form I must inform The Festival in writing.

Signed: _____

Name: _____

Date: _____

Litter And Green Awareness

Litter and recycling teams operate in the markets. As well as collecting your sorted rubbish from the backs of your stalls, they will be in contact with you to check that we are all working towards a litter-free and ecologically sound Festival.

Polystyrene and environmentally unfriendly disposables are banned on site

Please make sure you have

- Attached all**
- Health and safety certificates**
- Electrical requirement form.**
- 2 cheques 1 deposit, one main**