



TRADING APPLICATIONS

We invite applications for traders at the 2017 Brentwood Festival. Our headliners include Go West, Ultravox's Midge Ure, Heaven 17, Jocelyn Brown and The Real Thing. Last year, we had an estimated 15,000 people attend over the 3 days of the event.

All places for traders are limited and are allocated on a first come first served basis.

CATERING PITCHES ARE ORGANISED BY FIVE STAR CATERING.

Hours of Operation for Traders

- 14 July: 6pm-10:00pm (*optional*)
- 15 July: 12noon-10:00pm (*mandatory*)
- 16 July: 12noon-9:00pm (*mandatory*)

Pricing

- £250 + VAT
- Electricity: additional £40 + VAT per each 16amp outlet
- Table: additional £10 + VAT
- 3 x trader festival passes included, additional passes may be purchased for £20 each for the weekend
- Traders to supply their own chairs

Application Dates

We will be accepting applications until 30 June 2017. Successful applicants will be notified as soon as possible.

Payment

Successful applications will be required to make a full payment within 14 days of the invoice being issued.

Booking Priority

We will be giving application priority to stallholders who meet the following criteria:

1. Brentwood-based traders
2. Essex-based traders
3. Traders based outside Essex

Our intention is to offer a wide range of shopping options to our festivalgoers and will therefore endeavor to keep traders selling similar items to a minimum.

TERMS & CONDITIONS

Pitch Sizes

Stalls may be sized up to 3m x 3m. If you require more space, please contact Laurie Edmonds on info@brentwoodfestival.co.uk to request a quotation.

Gazebos

You will need to bring your own heavy duty gazebo, which must be secured with ropes and weighted at each leg. We cannot be held responsible for any damage to your gazebo.

No guarantee can be given as to the location of any trade stand.

Unloading

- 10:30-2:00pm on Friday, 14 July
- 9:30am-11am on Saturday, 15 July
- 9:30am-11am Sunday, 16 July

Cars may be brought on to the site and driven right up to the pitch for unloading, but note there are no vehicle movements during the remainder of the festival.

If you need stock delivered during the festival, please arrange to have it dropped off to the designated area. It will then need to be carried to your site or transported using a trolley. **No vehicles will be able to drive onto site during the festival.**

Speed Limits

The speed limit within the site is 5mph at ALL TIMES. Please use hazard warning lights.

Security

The Brentwood Festival employs security guards to guard the festival site 24 hours a day but we must make it clear that although they will do everything in their power to ensure the safety of your stock overnight, under no circumstances are they liable for any loss or damage to your stock however this may have been caused. It is the responsibility of each stallholder to ensure that you have adequate insurance and it is a condition of booking that you understand and accept this. If not, you can choose to take your stock home at night and bring it back each morning.

Grounds

Any exhibitor who breaks the soil of the field for the purpose of fixing their catering stall must restore as found. Traders will be held responsible for any damage done the property of the Brentwood Centre, its contractors or other exhibitors.

Electricity

A 16amp socket can be provided at a cost of £40 + VAT. You will NOT be permitted to plug in kettles, heaters, irons or televisions at any time during the event. Some stallholders may use high wattage sun floods to illuminate their stalls which may cause problems and you may be asked to turn them off. We suggest you bring some conventional lights as backup.

Please remember to bring a PAT-tested extension lead with certificate.

Goods & Services Description

Traders must only sell goods specified in their application. Any changes to those stated on application must be made to the festival at least 2 weeks prior to the event. The festival organisers reserve the right to close any stall selling items NOT previously stated.

Gas and Generators

Gas appliances and generators are not allowed within the marquee.

Site License

The festival reserves the right to refuse access to traders either prior to the event or during the event if your installation does not fit the description given on this agreement or you contravene any of the terms and conditions in this document (in which case your pitch fee

will not be refunded). Traders selling items or services that are illegal, may cause harm or offence to the public, or breach health & safety guidelines will be asked to cease trading and will forfeit their payment.

ALL traders must also display price information and a business name and address.

Banned Items

We prohibit the sale of alcohol, tobacco, glass (any glass), body-piercing equipment, lasers, fireworks, Chinese lanterns, weapons or potential weapons. None of the above are permitted on site and will be confiscated by security personnel if found. Traders must cooperate fully with festival security in any search of vehicles or stalls.

Breakdown

There is to be no movement on Sunday for breakdown until the stewards allow.

Camping & Caravanning

Overnight camping is permitted. Please specify on your application form if you will be staying onsite.

Dogs

Well behaved dogs on leads are welcome at the Brentwood Festival.

No Subletting

Catering stalls shall be for the sole and exclusive use of the trader applicant. No subletting of space is permitted.

Liability

The Brentwood Festival organisers, its officers, servants, agents and employees will not be held responsible for, or accountable to, any person whatsoever for any damage or loss, however caused, to the property of any such person that may occur whilst on the Brentwood Festival showground or car parks.

Each trader must have adequate public liability insurance cover.

Water

We will provide one water tap for traders' use. You will need to bring your own water containers. You may be located some distance from the tap, so we recommend you bring a trolley to carry your water container(s) on.

Fire Precautions

All exhibitors must take proper precautions against fire. All traders with flammable material shall provide fire extinguishers bearing current proof of test as well as 2 buckets filled with sand/water throughout the period of the festival. No naked flames are permitted on any stand with agreed risk assessment. FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN CLOSURE OF THE STAND.

Statutory Requirements

Exhibitors must comply with all requirements for the Health & Safety at Work Act 1974, the Food Act 1984, Public Liability Insurance, the Food and Environment Protection Act 1985, Fire Precautions Act 1971, and any other statutory provisions and regulations applicable to their particular stand.

Use of Trading Stall

The display of any sign, placard, notice, or distribution of flyers or leaflets may only take place at the exhibitor's own stand and is expressly prohibited elsewhere.

Competitions, Prize Draws & Raffles

Apart from charity stalls issued with a permit, NO exhibitor will be permitted to levy a charge for any competition held on the stand. No promotion of any competition/prize draw shall be carried on outside of the exhibitor's space. The Brentwood Festival organisers reserve the right to stop any competition which is considered unsuitable/unsafe.

Rubbish

We request that all exhibitors take their rubbish with them immediately after the festival ends. The stand area should be left clean and clear whenever leaving the festival grounds.

First Aid

We will have trained first aiders on site all at times.

Photography

Any photographs taken by the festival organisers or their appointed agent will be owned by the Brentwood Festival. The festival reserves the right to use the photographs for marketing purposes.

Amplified Music

Music is not allowed within the market area.

Cancellation

In the event of a cancellation after payment, there will be a forfeit of 25% of the total pitch price. If the cancellation occurs within 14 days of the event, the total cost will be forfeited.

In the unlikely event of the festival being cancelled, we will try to let you know as early as possible. The festival organisers will not be held liable for any costs that you have incurred in connection with the festival.

Disputes

The decision of the Brentwood Festival trading manager or official deputies is final.