

EXMOUTH FESTIVAL

Exmouth Festival 22-25 May 2020

Imperial Recreation Ground, Exmouth, EX8 1DG

We are inviting you to apply for a pitch at Exmouth Festival 2020, which will be held on the Imperial Recreation Ground, Exmouth.

Exmouth Festival is a long-running, well-established, community-led festival which is now one of the biggest free festivals in the South West, attracting audiences of over 40,000 over the four days.

With the increase in site capacity to now up to 9000 visitors at any time, we are looking to make the pitch area vibrant and full of atmosphere, an attraction that festivalgoers wish to visit and at which they may wish to part with their hard-earned cash. In the interest of Exmouth and its community, we will look initially to recruit traders from the local area. We will aim to achieve a good mix of traders and variety of products on offer.

Key Information

Trading dates and times for the 2020 Festival are:

Friday 22 May 2020	16.00-22.00
Saturday 23 May 2020	11.00-22.00
Sunday 24 May 2020	11.00-22.00
Monday 25 May 2020	11.00-19.00

Fees for trading at the Festival from a Standard Pitch (3m x 3m) are shown below.

If you wish to apply for a Large Pitch (larger than 3m x 3m), then additional fees will apply. Please see the attached Stallholder Application Form, Section C (see page 8) for details of additional fees and how to apply.

Hot Food (businesses with Food Hygiene Ratings 4 or 5 only)	£450
Produce (Tea, Coffee, Cakes, Ice Cream Van/Trike etc)	£300
Clothing, Non-Foodstuffs	£270
Arts and Crafts	£230
Charities	£100

Applications

The closing date for applications is **Friday 21 February 2020**. Only applications received by this date will be accepted. We will aim to allocate all the stalls by **Friday 6 March 2020**.

All applications must include the following, fully completed documentation:

- Signed Stallholder Application Form (see pages 6-8) **(essential)**
- Risk Assessment, including fire risk **(essential)**
- Public Liability Insurance certificate **(essential)**
- Employers' Liability Insurance certificate **(if applicable)**
- Gas Safety certificate **(if applicable)**
- Generator Service certificate **(if applicable)**
- Food Hygiene Rating certificate **(if applicable)**

If you would like to be considered for a pitch at Exmouth Festival 2020, please complete the Stallholder Application Form **in full** and return it with the essential and any applicable documentation as outlined above, either:

- by email to: festival@exmouth.gov.uk or;
- by post to: Festival, Exmouth Town Council, Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW.

Please note that applications submitted without the additional required documentation will not be accepted.

Exmouth Festival 22-25 May 2020: Stallholder Guidance Notes

Terms and Conditions

Please take the time to read these terms and conditions for trading at Exmouth Festival 2020. By submitting your application to trade you acknowledge that you will abide by the terms and conditions as stated.

Payment

All traders who are successful in their application will be notified by mid-March at the latest. In order to secure your pitch, the site fee must be paid in full by **31 March 2020**.

Utilities

- There will be NO water supply or access to water on site. Similarly, there is NO facility provided for disposal of any waste water created by your operation. All waste water must be removed from the site by you and disposed of responsibly at a suitable facility.
- There will be NO electricity supply on site.
- Generators must be diesel powered. No petrol generators will be permitted. Generators must be quiet and must not belch smoke. All generators must show a current (ie within the last 12 months) service certificate conducted by a competent professional. If you are planning to use your own generator, the current service certificate must be provided as part of your application. If hiring a generator, please state this on your application form and provide the current certificate when on site. No refuelling is allowed on site during the operating hours of the Festival. **If the generator you are using does not comply with these requirements, you will not be allowed to use it on site.**
- All gas cylinders must be staked and, if you have more than one, they must all be tethered together securely.

Initial Set-Up Times (Friday 22 May 2020)

On initial arrival on site, all stallholders must wait to be escorted to their pitch by a member of the Festival staff.

Stalls comprising a moving vehicle must arrive between **08.30-10.00** so they can manoeuvre into their allocated pitch space before the fixed stalls arrive. These vehicles will not be permitted to move at any time during the Festival. Gazebo/Tent-type fixed stalls must arrive between **10.00-12.00** and **NOT before 10.00**. They will not be allowed onto the site before **10.00** and all vehicles must be off-site **by 14.00**.

All stalls must be fully set up and ready for any possible inspection by Fire Safety Officers at **14.00 on Friday 22 May**. Stalls must pass this inspection to be allowed to remain on site.

Daily Set-Up Times (Saturday 23-Monday 25 May 2020)

If you wish to use a vehicle on site on any other day during the Festival (eg to replenish stock), you are only permitted to do this between **08.30-10.00**, and your vehicle must be off site by **10.00** at the latest.

Close-Down Time (Monday 25 May 2020)

Stallholders are not permitted to start the final close-down of their stalls until after the official end of the Festival when the site is clear of the public and our Security Team have given notification that it is safe to proceed. This will not take place before **19.30 on Monday 25 May**.

Insurance

All traders are required to carry public liability insurance. If there are 5 or more staff on your stall, including yourself, then you have a legal obligation to carry Employers' Liability Insurance as well. You may wish to insure your property against damage. We will ask for a copy of your current insurance documents.

By accepting these terms and conditions you acknowledge that Exmouth Town Council and its staff or representatives are not responsible or liable for:

- Any financial losses incurred by you;
- Any loss or damage to your equipment, goods or personal belongings;
- Any injury of employees or staff working for or connected to you.

Trade Stall Structures & Equipment

All traders must provide their own tent or similar structure. Any tent or marquee canvas textiles **MUST** meet fire safety standards and have all documents to support this. Marquees have to be fit for purpose. Makeshift constructions are not acceptable. The British summer throws up extreme weather conditions and a flimsy pop-up tent is unlikely to be fit for purpose. If your structure looks unsafe or unsuitable you will be asked to cease operations and pack up. **All gazebos must be both pegged and tethered to appropriate weights.**

Please note: The Festival site is on the side of the estuary and can get very windy. Any additional equipment provided by Exmouth Festival needs to be returned at the end of the Festival. Traders will be charged for the value of any equipment that is lost or damaged.

Waste

You are responsible for good housekeeping throughout the event. Please keep your pitch (both front of house and back) clean. You must bring at least one front of house bin – and when it gets full please empty it! Your fee includes the provision of a centralised trade waste collection. All food & beverage waste for the centralised collection point must be securely bagged. Please leave your pitch the way you found it when you leave the Festival.

Refreshments for Stewards & Volunteers

Each stall selling food and drink will be asked to provide 5 food/drink vouchers to be given by the organisers on a lucky-dip basis to our Festival Stewards & Volunteers and to be redeemed by them when they need sustenance. These vouchers are your gift to the community spirit of this Festival, and we thank you for them.

Deliveries & Stock Replenishment

Due to the set-up of the site, initial deliveries to site must be arranged for the morning of **Friday 22 May only** and must be completed (and all vehicles off-site) **by 14.00**.

If you wish to replenish your stock by vehicle on any other day during the Festival, you are only permitted to do this between **08.30-10.00**, and your vehicle must be off site by **10.00** at the latest. Any deliveries attempted at any other time during the Festival will be turned away unless prior arrangement has been made. **All vehicles must only use the Imperial Road/Royal Avenue main entrance at all times.**

Sound Systems

Any music at your stall must only be audible to the immediate area around your stall and not interfere with your neighbours or those nearby in the Festival audience.

Moving Vehicles

No moving vehicles are permitted on site* whilst the Festival is running (ie **10.00-23.00**). *'On site' for this purpose includes both the whole of the Imperial Recreation Ground AND the estuary-side road, which will be closed off.

For those vehicles permitted to be parked behind stalls, once parked they will not be allowed to move until after the final day close-down of the Festival.

After the set-up period (or daily stock replenishment) vehicles are to be parked in a nearby car park. Vehicle movement onto the Festival site will only be permitted once the vehicle curfew has been lifted approximately half an hour after the show finishes each night and once the Security Team deem the site safe for vehicles.

ALL vehicles coming on site at any time between **22-25 May inclusive** must display clearly the name of the stall in the windscreen, in order to be allowed onto the site by our Security Team. **All vehicles moving on site must use hazard lights and drive at a maximum of 5mph.**

Please note that ANY contravention of the above terms and conditions will result in your being stopped from trading with immediate effect and the subsequent removal from the site of your stall at the earliest safe opportunity and that, in these circumstances, no refund of pitch fee will be made.

Exmouth Festival 22-25 May 2020: Stallholder Application Form

SECTION A: Your Details

Business Name	
Business Address	
Lead Contact Name	
Email Address	
Telephone Number	
Mobile Number	
Website	
Vehicle Registration 1: trailer/van which is your stall and will remain on site throughout	
Vehicle Registration 2: stock or other vehicle parked behind your stall throughout	
Vehicle Registration 3: restocking/transport vehicle moving on/off site daily	
Please state exactly what you will be selling (you will only be permitted to sell what has been agreed)	
Please give the names of the last 2 events at which you had a stall	
I agree to abide by the Terms and Conditions and have completed all sections of this application	Please sign and date here to confirm:

SECTION B: Your Requirements

For each item listed below, please complete the right-hand box to confirm your requirements and indicate that you have read and agreed to the contents.

Are you applying for a Standard Pitch (3m x 3m) or Large Pitch (larger than 3m x 3m)?	Standard/Large
Are you intending to park a vehicle behind your stall for the duration of the Festival? (If yes, you will need to request a Large Pitch and must complete Section C of this form)	Yes/No
Are you using a gazebo or trailer/van/other vehicle as your stall?	Gazebo/Trailer/Van/ Other Vehicle
Please indicate what power source you are using: gas bottle; diesel generator; other? Please give details here:	Gas Bottle/Diesel Generator/Other
If you are planning to hire a diesel generator, are you happy for us to share your contact details with other confirmed traders so that you can organise/share the hire together?	Yes/No/ N/A
<p>On initial set-up day, in order to facilitate the placement of vehicles into their allotted space, those stallholders whose vehicle/van becomes their stall will be allowed on site earlier (08.30-10.00) than those with fixed stalls (10.00-12.00).</p> <p>If you are using a gazebo/fixed stall but wish to park a vehicle behind your stall for the duration of the Festival, we strongly advise you to arrive as soon after 10.00 as possible. If your vehicle is not brought onto the site in the time slot designated here and in "Terms and Conditions/ Initial Set-Up Times", we cannot guarantee that the space left between your and other stalls will be sufficient for you to manoeuvre into. No alternative pitch space or vehicle accommodation will be provided.</p>	I agree/ I do not agree
All siting of stalls is at the Festival organisers' discretion. Stall pitches will be allocated and placed in the best interest of Festival visitors as the organisers see fit. No re-positioning will be possible once the final plan has been produced.	I agree/ I do not agree
In an ongoing effort to be environmentally conscious and encourage recycling, all cutlery provided by food & drink stalls must be wooden and plates & cups made of card. No plastic cutlery or cups (other than those used by the bar/s for safety reasons in lieu of glass) are permitted.	I agree/ I do not agree

SECTION C: Requirements for a Large Pitch (larger than 3m x 3m)

If your stall requires a pitch larger than the Standard Pitch (3m x 3m) (eg because your stall is a vehicle rather than a gazebo, or because you are applying to park a vehicle behind your stall for the duration of the Festival), then you will need to apply for a Large Pitch. Please note that the charge for each additional metre wider than the Standard 3m frontage width is **£25.00 per additional metre**.

To help us understand exactly how you would like to configure your whole pitch area, please draw a diagram below, including all measurements in cm/metres.

Your diagram must include:

- **The overall size of your whole pitch area (width x depth);**
- **All vehicles, their placement on your pitch and their exact measurements.** You should include vehicles which become your stall frontage as well as any stock or other vehicles to be parked in your pitch behind your stall;
- **Total maximum frontage of your stall**, including all serving hatches, doorways, extending flaps, tow hooks etc, and whether your stall is a trailer/van/vehicle or a gazebo;
- **Total maximum depth of your stall**, including preparation/washing up area, refuse/waste collection area, if applicable etc.

Application Checklist

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- Generator Service certificate **(if applicable)**
- Food Hygiene Rating certificate **(if applicable)**

Please return your Stallholder Application Form and other essential documentation, along with any additional applicable documentation as outlined above, **by Friday 21 February 2020**, either:

- by email to: festival@exmouth.gov.uk or;
- by post to: Festival, Exmouth Town Council, Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW.

Please note that applications submitted without the additional required documentation, or received after the closing date, will not be accepted.

Thank you for your application and your support of our wonderful Exmouth Festival.

Please keep a copy of your completed Stallholder Application Form and these Guidance Notes so that you can refer to them when preparing for the Festival if your application is successful.