



Saturday 6th July & Sunday 7th July 2019

GENERAL TRADER Application Form

Business Name.....

Product Type.....

Due to limited space we cannot guarantee pitches for all applications so photographs of your stall and offer will help us with the selection process.

The standard pitch is 3m x 3m costing **£325.00 plus VAT**

A deposit of **£150** is payable with this application. Your application will not be considered without a deposit.

Please speak to us if you require a larger pitch. The cost will be £50/m² plus VAT

Number of pitches required.....

Application deadline is 29th March 2019 successful applicants will be informed by **April 4th** and full payment will be required by **17th May 2019**.

I wish to pay by cheque

Please make your cheque payable to Stratforward and return to:-

Stratforward, 1st Floor 10-11 Sheep Street, Stratford-upon-Avon CV37 6EF.

I wish to pay by BACS (please contact us for details)

I require a receipted VAT invoice for my records



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Guidance Notes:

Stratford River Festival is committed to tackling the huge quantity of non-recyclable waste which is left behind each year and would ask attending traders to consider what steps they can take to minimise the waste generated from their sales. Applications from businesses who can demonstrate green credentials will be viewed more favourably. Please outline below what measures you will be taking to reduce your impact on the environment eg. Not selling or handing out single use plastic bags, alternatives to plastic straws, cutlery, expanded polystyrene, aluminium foil packaging, single sachet salt, pepper, sugar, sauces etc.

1. Preference will be given to applications received from Stratford BID Levy Payers.
2. Stratford District Council has requested that vehicles are not allowed on site except for loading.
3. The use of generators is discouraged. On site power will be supplied at cost.
4. All Electrical Equipment used must have a valid PAT test.
5. All relevant Health & Safety certificates must be supplied prior to the festival.
6. In the event of cancellation after this date refunds will not be given.
7. Full terms and conditions are attached to this application form.



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Contact Name.....

Address.....

Email.....* To save costs & impact on the environment we would prefer to communicate with you by email. We will not pass on your details to a 3rd Party.

Mobile No.....Tel

Website

Facebook & Twitter.....

Please state a selection of the products you will serve and the price to charge the public.

Product	Price to be charged



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Power will be charged on electrical requirements, please specify exact voltage of each piece of equipment

Equipment Type	Voltage

All traders must adhere to current Health & Safety regulations. Please submit a copy of the necessary paperwork with this application. **Any exhibitor failing to meet the health & safety requirements will not be allowed to attend.**

Enclosed where relevant	Tick if supplied	Expiry date
Risk Assessment		
Public Liability Insurance certificate		
Gas Safety Certificate		
Food Hygiene Certificate		
Deposit of £150		



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Terms and Conditions for Traders

Please read this information carefully, it is vital for your booking. By accepting the application form you are legally binding yourself to abide by the terms and conditions of trading. Please ensure you have read them and made your staff aware of them prior to the event. Stratforward reserves the right to evict from the site anyone breaking this contract or behaving in a disorderly way.

- Pitch applications will need to be submitted by **29th March 2019**. Any applications made after this date may be considered but may be excluded from advertising materials.
- Applications are accepted on the assurance that the merchandise described on the form is all that will be sold on your stall at the Festival. Please give a thorough description, as this is a large factor in how we base our decision on who we invite to the trade. Please also give an indication of prices to be charged to customers. Stratforward reserve the right to select appropriate traders and allocate pitches.
- **Site Access** will be available from 10am on Friday 5th July and site take down will be from 7pm on the Sunday 7th July and on the morning of Monday 8th until 10.30am – no security will be in place on the Sunday night.
- **Vehicles** are not permitted on site during the hours of the Festival. Unfortunately, the District Council who own the site charge for parking, we will endeavour to secure subsidised parking nearby.
- **Camping** is not permitted on the Recreation Ground at any point.
- The River Festival will not accept liability for any loss or damage to persons or equipment.
- No application will be considered without an appropriate and a **current risk assessment** and copy of **public liability insurance**, to a minimum value of £2 million.
- Each stall must have an appropriate **first aid kit**.
- There is a **no glass, single use plastic bags or plastic straw policy** for the site.
- There will be **no amplified noise** as part of your stall.
- All mobile caterers and non-food/drink stalls, must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995, Food Safety (Temperature Control) Regulations 1995, The Food Safety Act 1990, and the Health and Safety at Work etc. Act 1974 as applicable.
- **Generators** are not permitted on site. Electricity can be supplied via connection to council power points at a further charge, your exact requirements must be supplied to us in advance.



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- All electrical equipment will carry **PAT/electrical safety certification**; this must be available for inspection at the event. As far as practicable, all electrical equipment shall be located so that it cannot be touched by members of the public or unauthorised workers.
- All Caterers and drink stalls shall provide a **dry powder fire extinguisher and a light duty fire blanket**.
- **No grey/black water, oils** or any waste material is to be tipped directly onto the ground or into the adjacent river or water courses.
- Each stall is to be responsible for the cleanliness of their pitch, both back and front, including the public area in front of the stall.
- Recycle as much of your waste as possible. Take your rubbish to the main refuse area at the vehicle site entrance.
- No refund of a deposit or payment will be made after a booking is confirmed for any reason.
- In the event of cancellation after payment the total cost will be forfeited.
- No refund will be forthcoming in the event of cancellation due to flooding or any other natural factor.
- No refund will be forthcoming in the event of cancellation due to terrorism threat.
- For those of you who have not attended the River Festival before the Recreation Ground postal address is:-

Swans Nest Lane, Stratford-upon-Avon, CV37 7LS

I understand and agree to the terms and conditions

Signature

Please print name Contact Number.....

FURTHER DETAILS, LAYOUT, SET UP TIME, PROGRAMME ADVERTISING RATES ETC. WILL FOLLOW IN DUE COURSE.

If you have any queries, please call the events team on 01789 299011 or email ruth@stratforward.co.uk