



# APPLICATION FORM FOR RETAIL SPACE 2018

## INSTRUCTIONS TO APPLICANTS

If you would like to apply for stand space at the 2018 Worstead Village Festival, (TWVF) please complete this application and return with 2 SAE's to:

**Matthew Wright**  
**23 Northmead Drive**  
**North Walsham**  
**Norfolk**  
**NR28 0AU**

Pitches are allocated by the committee and your accepted payment will ensure that your pitch is secured. The Festival Committee reserves the right to accept or refuse any application. Please email [stalls@worsteadfestival.org](mailto:stalls@worsteadfestival.org) if you require any further information.

Applicant's Name:	
Trading Name:	
Address 1:	
Address 2:	
Address 3:	
Post Town:	
Post Code:	
Telephone No landline:	
Telephone No mobile:	
Vehicle Reg No:	

**Business Type** - Select what sort of retail stand you will bring – select one only – check one box.

Demonstrating a hand craft as well as selling the goods:	<input type="checkbox"/>
Selling hand crafted goods only:	<input type="checkbox"/>
Selling non-hand crafted goods:	<input type="checkbox"/>

**Stall sizes and rates** – Please select the stall size you are applying for – Check one box

3 x 2 - Covered (Marquee)	£100	<input type="checkbox"/>
3 x 3 - Uncovered	£100	<input type="checkbox"/>
4 x 4 - Uncovered	£110	<input type="checkbox"/>
5 x 5 - Uncovered	£150	<input type="checkbox"/>
6.5 x 5 - Uncovered	£195	<input type="checkbox"/>

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**Description of Goods** - Please provide brief details of goods and products to be sold.

## Health & Safety

I confirm that should my application be successful and I take up a retail stand at the 2017 Worstead Festival, I will provide the following documents, if applicable, in either a Hard or Soft copy:

A General Risk Assessment of activities undertaken, in Date.	<input type="checkbox"/>
A General Fire and Electrical Assessment, in Date.	<input type="checkbox"/>
Insurance Certificate, in Date. (must cover Festival dates)	<input type="checkbox"/>
Food Hygiene Certificates (if Applicable)	<input type="checkbox"/>
Membership of Associations, i.e. ADIPS, PIPA, etc. (if Applicable)	<input type="checkbox"/>
Example of Training Certificates, i.e. Food Standards, First Aid, etc.	<input type="checkbox"/>

**Generator** – Please select the box to confirm. (max noise limit of 80dB(a))

I will have a generator on site	<input type="checkbox"/>
I will not have a generator on site	<input type="checkbox"/>

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**Remittance** – Please confirm the total of your remittance.

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**Payment Type** (Please check one)

<b>Cheque</b> – payable to <b>Worstead Village Festival</b>	<input type="checkbox"/>
<b>BACS</b> – Sort Code: <b>20-03-26</b> Account: <b>20832294</b>	<input type="checkbox"/>

**Reference** (for BACS – so we can trace your payment)

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## Declaration

I acknowledge that before signing this application form, I have read, understood and agree to comply with the TWVF Regulations for 2017 on pages 4,5 and 6 of this document and confirm that I intend to occupy stand space for the purpose indicated above. This agreement is subject to English law and the English courts shall have exclusive jurisdiction to adjudicate any dispute arising from it.

<b>Signed:</b>	
<b>Date:</b>	

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## REGULATIONS FOR EXHIBITORS Worstead Village Festival 2018

These regulations are issued by The Worstead Village Festival (TWVF) and apply to all exhibitors, including attractions, charities and sponsors. Should an exhibitor choose to exhibit at the Worstead Festival, acceptance of these regulations forms part of any contractual agreement between the Worstead Festival Organisers and an Exhibitor.

### 1 FESTIVAL HOURS

- a) The Festival is open to the public between 10-00am and 6-00pm, 28<sup>th</sup> & 29<sup>th</sup> July 2018

### 2 ALLOCATION OF PITCHES

- a) The allocation of the space available and the positioning of stands will be at the discretion of TWVF, who reserve the right to relocate your pitch at any time before your arrival if deemed necessary.
- b) All allocated sites will be marked clearly and exhibitors should Endeavour to fill their entire pitch and remain within their own boundaries.
- c) Exhibitors should not set up until they are sure that they are on the correct pitch. Anyone setting up on in the wrong area will be removed.
- d) Vehicles are not permitted on pitches during festival opening hours.
- e) 'Car boot' type stands are not permitted. Exhibitors must use approved stands or stands supplied by TWVF
- f) The sale of second hand goods is not permitted unless specifically sanctioned by TWVF.

### 3 TARIFF FOR 2013 – See application form

### 4 PAYMENT

- a) No application form will be confirmed unless full payment is made by the requested date.
- b) All applications are reviewed by the Stalls Manager; successful applicants who meet set criteria will be notified.
- c) Unsuccessful applicants will have their application cancelled and payment returned.
- d) Application forms that have to be re-submitted will be processed once they are received following correction.
- e) Pre-bookings are not accepted.
- f) Post-dated cheques are not accepted.
- g) Post-dated BACS payments are not accepted.
- h) Bookings can only be made using The Worstead Festival Application Form or the on-line system at [www.worsteadfestival.org](http://www.worsteadfestival.org) . No other forms of booking will be accepted and will be treated as if no application has been made.
- i) In the event that the bank does not accept a payment, and charges are levied against TWVF, the applicant will pay these charges plus an administration fee of £10, in full before any final confirmation of a pitch is issued.

### 6 CANCELLATION CHARGES

- a) If an application is withdrawn an exhibitor after submission, a £10 administration fee will be deducted from any refund of fees due. If a cancellation is made within four weeks of the start of the Festival, TWVF will Endeavour to resell the pitch, and if successful, will refund the price of the pitch less a £10 administration fee.
- b) If the pitch cannot be resold, no refund will be made
- c) If a cancellation is made within two weeks prior to the start of the Festival no refund will be made.

### 7 TWVF'S RIGHT TO REJECT AN APPLICATION

- a) TWVF reserves the right to reject or cancel any application notwithstanding acceptance of any payment, without being required to state any reason for so doing. In such cases, the fee will be refunded.
- b) TWVF reserves the right to decline at any stage the admission of any proposed exhibit or any exhibit already delivered. In such cases the fees may, at the discretion of TWVF be refunded and, if refunded shall be accepted by the exhibitor in full satisfaction of any claims against TWVF.
- c) TWVF reserves the right to decline any request from an exhibitor to use his/her own power source.

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### 8 TWVF'S RESPONSIBILITY

- a) TWVF reserves the right to postpone, cancel, or curtail the Festival. Where such a decision is made as the result of events outside the reasonable control of TWVF (including adverse weather conditions), it shall not incur liability for loss or damage nor refund any fees and charges paid.
- b) TWVF shall not be responsible for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.
- c) The TWVF excludes all liability for loss of earnings arising from any incident beyond the control of the Festival Organisers.
- d) A security team will be on site during the night. We cannot be held responsible for unattended stock.

### 9 EXHIBITOR'S RESPONSIBILITIES

- a) Each exhibitor is responsible for ensuring that they have adequate public/product liability insurance and display insurance certificates on their stand.
- b) Each exhibitor shall be solely responsible for any loss, injury or damage arising from any article or property exhibited or brought onto the Festival grounds by or for him. Each exhibitor shall indemnify TWVF on account or in respect of any such damage or injury, which may be so caused.
- c) Each exhibitor shall be held responsible for the behaviour of his/her staff and for the consequences of any misconduct by them.
- d) Each exhibitor shall ensure that any product displayed or offered for sale conforms to all UK legislation, including, but not limited to, Health & Safety and Trade Descriptions legislation.
- e) Exhibitors intending to operate or display any potentially dangerous equipment or processes must inform the TWVF in advance of the Festival. At the Festival all necessary warning signs and safety barriers must be in place and adequate public liability insurance must be held by the exhibitor.
- f) Each exhibitor shall ensure that only trained personnel operate any plant machinery or demonstration equipment. Adequate precautions must be taken to protect the operator(s) and bystanders and all relevant methods for the safe display of such equipment must be taken.
- g) Any exhibitor who wishes to supply his or her own outside power source in the form of a mobile generator is required to indicate this on their application form. In this case the exhibitor must ensure that the device used is fully tested and certified and is acoustically silent in order that the equipment disturbs no other exhibitor. Any fuel supply for the device must be stored safely and only in purpose made clearly labelled metal or approved plastic containers. No more than five litres of fuel may be stored at any one time. Max noise limit of 90 dB.
- h) TWVF requires that up to date vehicle registration numbers are supplied if different from stated registration on application form.

### 10 EXHIBITORS' PASSES

- a) Two exhibitors' passes will be provided per pitch. Passes will be supplied to the exhibitor on arrival to the Festival. Badges must be worn at all times Additional passes are NOT available under any circumstances. Passes must be worn by those who are actually working on the pitch.
- b) These passes confer no rights to park in any other location other than in a designated car park

### 11 ACCESS TO PITCH (for setting up)

- a) Exhibitors will not be allowed to set up before the stated times in the Confirmation letters.

### 12 EXHIBITORS' VEHICLES

- a) In the interest of Health & Safety, all vehicles must be removed to a designated public car park by 9.00am each morning. Vehicles are prohibited in any area of TWVF.
- b) Exhibitors' vehicles will not be permitted onto the main field until the official end of each day, which is set at 6pm unless otherwise notified by a member of the stalls team after the stalls manager, has made the decision.
- c) Exhibitors must not at any time drive or park their vehicles into the Mill Hill area.
- d) Exhibitors must not park their vehicles in the vicinity of the Queen Elizabeth Hall (unless they have been issued with a Village Hall pass or Disabled Parking pass).
- e) A one way system on entering and leaving the main field will be in action and applies to all vehicles except emergency vehicles and official festival vehicles. This means vehicles will enter from ruin road and exit through Mill Hill gate. Mill Hill gate will be pointed out to you when you check in with the stalls team at the main field entrance.

### 13 RAFFLES/TOMBOLAS

- a) Raffles/Tombola may only be conducted by registered charities with prior consent.

### 14 SALE OF HOT/COLD FOODSTUFFS/DRINKS is STRICTLY controlled through contracted franchises and therefore :

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- a) Exhibitors must not sell food or drink without prior permission from the TWVF.
- b) Exhibitors permitted to sell fresh fruit or confectionery will be solely liable for any ill health arising from the sale of such goods. Fresh fruit or confectionery must conform to all relevant health and hygiene laws in force at the time of the Festival.
- c) Exhibitors must hold and provide copies of a recognised hygiene certificate to indicate that appropriate training has been received. This must be submitted with the initial application form.
- d) If satisfactory evidence is not provided, the application form will be returned and a £10 administration fee will be charged.

### 15 TWVF SALE OF ALCOHOL POLICY

- a) Samples of up to 25ml may be given with prior permission from the TWVF.
- b) Sale of Alcohol for consumption on the festival site is prohibited.
- c) Orders may be taken for delivery at a future date.
- d) A license for retail sale of alcohol must be obtained by the exhibitor and produced before the event.

### 16 EXHIBITORS' REFUSE

- a) All exhibitors must ensure that their pitch is left in a clean and tidy condition each evening, and that any rubbish is placed into containers provided by TWVF at numerous locations around the Festival site.
- b) All cardboard cartons **MUST** be flattened.

### 17 CAMPING

- a) Those exhibitors situated on the Main Field may camp on their site but must keep within the confines of their pitch.

### 18 EXHIBITOR'S DECLARATION

- a) All exhibitors are required to sign the declaration on the application form that they have read, understood, and will comply with these Regulations. No application form will be processed unless this requirement has been met to the full satisfaction of the TWVF.
- b) If the TWVF considers that an exhibitor has not complied with any part of these regulations, the exhibitor will be required to leave the Festival and the WVF will not refund any fees/charges paid.