

## HELPFUL NOTES TO READ BEFORE YOU COMPLETE THE FORM

### What space do you require?

#### Pitch



A pitch is a 3m x 3m or 6m x 3m area of grass and requires you to bring your own table, chair, structure and equipment. Any structures brought should be flame proof and fit in the 3m x 3m or 5m x 5m area respectively. Any structures that are unsafe will be removed.

#### Stall Cover



A market stall cover is suitable for a 2m x 1m table area and a 3m x 3m or 5m x 5m roof area, which provides shelter for your goods and the customer. The market stalls will be joined together and be laid out in blocks along main routes around the site with no space either side. Please provide your own chairs.

#### Please note

- If you require a site larger than the 3m x 3m or 6m x 3m specification, multiple sites must be booked.

#### Public Liability

- All trade stalls must be covered for a minimum of £1,000,000 Public Liability Insurance.
- Please send copies of your PLI certificate.

#### Parking and vehicles

- Any vehicles allowed on site must have a pass displayed in their window and drive at 5mph with hazard lights on. The vehicle entrance (gate) is on the site map.
- There is limited parking on site and no vehicle movement will be allowed on site between 12:00 (Noon) and 10:00 pm.

#### Set up Get out times

- Please arrive between 09:00-12:00 (Noon). All vehicles must be off site by 11:30 pm please arrive with enough time to unload and move your car.
- On arrival your stall name and number will be attached to the market stall.
- The event staff will notify you when vehicles are allowed off site; this will be 10:30 pm at the earliest.

#### General trading guides

- Your application should describe the goods / services that you are going to offer.
- You must not offer second-hand electrical or toiletry goods or counterfeit CD's / DVD.
- No amplified music is allowed on any stall.
- Those offering face painting or henna: must provide the ingredients used in any of the products and ensure that all customers are made aware. A consent form must be signed by a parent/ guardian of any minor aged up to 18 years.
- Those offering therapy / cosmetic services must send copies of their qualifications. These must be displayed at the stall when offering services involving massaging or touching the skin or hair of customers. A consent form must be signed by a parent/ guardian for minor's aged up to 18 years.
- If the stall does not apply with any of the relevant trading standards they will either not be admitted to the Festival or asked to leave and no refund will be made of the stall booking fees.

#### Waste

- You are responsible for taking any waste you leave to the rubbish compound and separating the waste into the relevant bin, e.g.: paper, cardboard (to be recycled) or general waste (to be land filled).
- Please leave your area in the condition it was on arrival.
- You will be charged for damages to the park.