



EQUINOX FESTIVAL 2018

21ST-24TH SEPTEMBER 2018

TRADER APPLICATION FORM

Equinox Festival encourages and supports ethical trade and so any information about how you trade in this way would be useful to support your application. Traders using minimal power or renewable energy will be given preference and traders demonstrating reasonable prices will be looked on more favourably.

We advise that you read the Trading Conditions before you complete the application.

Please email any queries to traders@equinoxfestival.uk

Closing date for applications is 30th April 2018

We have limited space for traders so please make your application stand out from the rest!

Please post your completed form to:

Equinox Festival, c/o 7, Welbeck Drive, Spalding, Lincolnshire. PE11 1PD

- Pitches are individually priced, based on stall type, stall frontage, staff tickets and power requirements.
 - If your application is successful, full payment must be made by 30th June 2018.
- A refundable bond of £50 per non-food trader and £200 per food trader will be required to ensure traders leave their pitches clean and tidy and adhere to conditions of trading.
- Please take care to ensure you have completed **ALL** the information requested and continue on separate sheets if necessary-we won't be able to consider your application until we have received everything we need from you, this includes documentation such as insurance, etc.
- Having traded at Equinox in the past does not guarantee automatic acceptance to trade at our next event- we need to vary what we offer within the limited space available to keep it interesting for our festival goers and will rotate stalls attending.

NB. If you are applying for more than one stall, fill in a separate form for each stall and submit together.



APPLICATION SECTION

1) STALL INFORMATION

Stall Name:

Contact (Full Name):

Address:

Postcode
:

Landline:

Mobile:

Email:

Website:

2) STALL CATEGORY (Please Tick)

- Food Concession ____.
- Market Stall- Pre Packaged Food Items ____.
- Market Stall- No Food ____.
- Complementary Therapy ____.
- Information/ Charity Stall- No Sales ____.
- Workshop-No Sales ____.

3) DESCRIPTION/ ETHNICITY OF STALL, INFORMATION

Please describe the nature of your concession/stall.

If selling ethnic goods, please list the country of origin or influence

In what ways would your stall enhance our festival?



4) MENU/ PRODUCT LIST

Tell us, in detail, in the space provided, what you would like to sell, continue on separate sheets if necessary, Please be sure to include prices for your items

NON FOOD TRADERS-you don't need to list every single item but be sure to include main items, themes of style etc and % of stall dedicated to items- eg 75% clothing, 25% facepainting
FOOD CONCESSIONS- we will take care to book a range of types of foods and beverages, so we ask that you please stick to selling what you include on your menu in this application. You also don't need to include every single item- eg 'a range of sandwiches, cakes and flapjacks' is fine.

Have you traded at festivals before? Please give details of previous events:

5) DIMENSIONS OF YOUR STALL

- STALL ONLY: width- sales stall only including guy ropes, tow bars etc:
- STALL ONLY: depth- sales stall only:



- PITCH WIDTH (must be no wider than stall width) - including stall, prep area, support vehicle, living space:
- PITCH DEPTH: including stall, prep area, support vehicle, living space:

Behind Stall Support:

Describe exactly what will be behind your sales stall, if it is not listed here, we may not be able to allow it in the pitch area.

* Please draw a sketch of the plan view of your stall including how you will set out any vehicles, fridges, tents, etc. behind it and attach to your application.

6) POWER REQUIREMENTS

Does your pitch require power? (please circle) **YES / NO**

Will you have your own power supply? T&C's below apply. Please note- **WE DO NOT ALLOW YOU TO BRING YOUR OWN GENERATOR ON SITE** (please tick)

- **YES**- solar panels
- **NO**

If you reply no what connection do you need?

- 16 amp -one connection
-two connections
-more than two _____.
- 32 amp -one connection
-two connections
-more than two _____.

ALL OUR TRADERS MUST BRING A 40 METRE 16 OR 32 AMP CABLE TO PLUG INTO OUR DISTRIBUTION BOARDS. IF IN DOUBT OF WHAT IS REQUIRED, PLEASE EMAIL traders@equinoxfestival.uk

7) WATER REQUIREMENTS



There will be shared standpipes in the centre of the catering area. If you are a caterer and will produce waste water, please make a good estimate of how much grey water you will produce in one day of trading.

_____ litres per day.

8) DISABLED ACCESS

Will any of your staff have access/mobility issues that we need to consider if assigning a pitch?

(Please circle) **YES / NO**

9) STAFFING

- Total number of adult staff aged 18+ _____.
- Total number of youth staff aged 13-17 _____.
- Total number of children aged 12 and under _____.

**10) WHAT DAY AND APPROXIMATE TIME WOULD YOU EXPECT TO ARRIVE ON SITE?
(Check Trading Conditions)**

11) REPLENISHING STOCK

Will you need to go off-site for replenishing stock during the festival?

(Please circle) **YES / NO**

If you reply **YES** Conditions will apply.

12) VEHICLES

We have limited room for park-on vehicles within the main site.

Each trader is permitted one support vehicle only within the arena area which must remain stationary for the duration of the event,

Will you have a support vehicle? (Please circle) **YES / NO**

If **YES**, please describe the vehicle and include dimensions:

**13) (FOOD TRADERS ONLY) COULD YOU PROVIDE FREE MEALS FOR EQUINOX
FESTIVAL PERFORMERS/ CREW?**



Meal tickets to be allocated; free meals to include a hot drink (please tick)

- a) I can provide 20 free meals
- b) I can provide 25 free meals
- c) I can provide ____ free meals

14) CHECKLIST:

I enclose copies of my current (Please tick)

- RISK MANAGEMENT PLAN (INCLUDING FIRE RISK AND STRUCTURAL INSTABILITY RISK- ALL TRADERS) ____.
- PUBLIC LIABILITY INSURANCE (ALL TRADERS) ____.
- EMPLOYEE LIABILITY INSURANCE (if appropriate) ____.
- GAS SAFETY CERTIFICATE (TRADERS USING MOBILE GAS APPLIANCES) ____.
- PAT TEST CERTIFICATE OR ELECTRICAL SYSTEMS TEST CERTIFICATE (ALL TRADERS) ____.
- FOOD HYGIENE CERTIFICATE FOR ALL STAFF (FOOD TRADERS) ____.
- WRITTEN FOOD SAFETY MANAGEMENT PLAN (FOOD TRADERS) ____.
- PROOF THAT THE FOOD BUSINESS IS REGISTERED WITH ENVIRONMENTAL HEALTH OFFICE IN THE AREA WHERE YOU OPERATE OR WHERE THE UNIT IS KEPT AND YOUR FOOD HYGIENE RATING (FOOD TRADERS) ____.

And also have included:

- 3 recent photos of my stall ____.

NB- No pitches will be offered without presentation of current documentation. Any documentation which will renew prior to the event must be emailed to us as soon as the updated documents are available.

Please confirm you have read the Equinox Festival Trading Conditions (see next page) and that you agree to abide by these and all licensing conditions for the event

Name:

Date:



TRADING CONDITIONS

1. Traders agree to co-operate fully with organisers and security. Organisers reserve the right to allocate stalls at their discretion, and to close down any stall that does not conform to the event regulations without recompense.
2. Traders may not sublet any part of their stall or trading pitch.
3. Traders must arrive before the event on Wednesday between 10am and 6pm or Thursday between 8am and 12pm and be ready for Health and Safety inspection by Thursday 4pm. Traders must remain on site until at least 12pm on Monday after the event and be off site by Tuesday evening. Arrivals can be arranged prior to Wednesday if required **BUT MUST BE AGREED IN ADVANCE**.
4. No generators may be brought on site and all traders with power requirements must bring with them a 40 metre, 16 or 32 amp cable per feed to plug into our distribution boards. Power available from midday Thursday. Checks will be made to ensure no-one is taking more than their requested supply, any unauthorised connections will be terminated permanently.
5. All entertainment/ sound systems must be authorised by Equinox Festival.
6. Traders must abide by all Health and Safety/ Environmental Health requirements, including:
 - All traders must have adequate fire extinguishers with current inspection date.
 - Food traders must have an appropriate number of fire blankets for appliances.
 - All structures, drapes and decor must be certified fire retardant. Structures must be sturdy and safe. Risk assessments are required.
 - All electrical appliances must be PAT-tested with current PAT stickers.
 - All gas appliances must be certificated by a Gas Safe registered engineer.
 - Food traders must have a food hygiene certificate and be registered with their local authority.
 - All traders must have public liability insurance, health and safety policy and risk assessment.
7. Traders may not sell:
 - Tobacco or smoking paraphernalia, drugs or alcohol. In the case of tobacco/ smoking paraphernalia and alcohol these will be sold at separate concessions.
 - Drinks in glass receptacles.



- No food or beverages are to be sold from a non-food stall due to separate safety and licensing requirements.
- 8. Items not permitted on site:- glass containers, body piercing equipment, acupuncture needles, items where duty has not been paid, illegal or controlled substances, NOS or related paraphernalia, laser pens, weapons, potential weapons or toy weapons, fireworks, generators, unauthorized sound systems. Glass items banned include all alcohol containers- even small ones for personal consumption. Please respect the land!
- 9. No animals are allowed on site apart from dogs. Dog passes are available for £20 but there are a limited number available. No food traders are allowed to bring dogs on site- there are kennels within the local area.
- 10. Food traders are requested to use biodegradable plates, cutlery etc. and are advised that all tea, coffee and drinking chocolate sold at the festival must be fairtrade.
- 11. Traders must keep the area around their pitch free of litter and leave pitches clean and cleared. Pitch checks will be made before your bond is returned.
- 12. Vehicle movement must be kept to a minimum and no movement is permitted in the arena when open to the public. Traders must remain in situ until the arena closes at Midday on Monday without exception.
- 13. Equinox Festival will take all reasonable steps to ensure the festival goes ahead and is well attended, but no rebates will be given for adverse weather conditions or acts of deities, low levels of trading during the event, nor as a result of changes in performance programs or the re-siting of stalls.
- 14. Traders will pay a Trading Conditions bond of £50 per non- food trader and £200 per food trader.

Please write 'Have a good day!' at the top of this application, so we know you've read this far!

Successful applicants will be invoiced by mid June. Pitch fees and bonds will be due by 30th June 2018. Late entries may be accepted but will be charged a higher pitch fee.