

EDEN FESTIVAL 2012
15th – 17th June 2012
TRADER APPLICATION FORM

Stall Name

**Contact
(Full Name)**

Address

Postcode

Landline

Mobile

Email

Website

About the Stall

Stall Category (Please circle)

Fair-Trade, Organic, Food, Non-Food, Charity / Information

Please list what you want to sell, detailing country of origin or influence.

If you are allocated a stall, it will be to sell the products you specify

**Dimensions of your stall
(Use metric system)**

Overall space needed behind your stall?

(To help us allocate you adequate space, please describe in detail what else you have behind your stall (type of van, campervan, tent, etc.)

**Do you need to go out of site for replenishing stock during the festival?
(Please circle)**

! Read Terms And Conditions! YES / NO

**Do you require disable access?
(Please circle) YES / NO**

**Power requirements:
! Read Terms And Conditions!**

EDEN FESTIVAL 2012
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TRADER APPLICATION FORM

Total number of Staff:

Number of children 12-16: Number of children 11 and under:

Electrical details:

It is your responsibility to make sure that your equipment is of the correct standard (CE marked) and all equipment must be PAT (Portable Appliance Test) tested.

I will be bringing my own bio diesel generator with me. NB no petrol generators Permitted. All generators must be run on bio diesel.

YES/NO

I will be bringing my own solar powered panels with me.

YES/NO

I will need to use electricity from Eden generators.

YES/NO

TYPE OF OUTLET QUANTITY COST

How many 16 amp sockets do you need? at £20.00 each

How many 32 amp sockets do you need? at £40.00 each

CATEGORY COST PER PITCH

Food £350

Non-food £250

Charity / Information Vehicle charge only

Per meters over 6m pitch £15

ADDITIONAL INFORMATION AND TRADING POLICY

Eden festival encourages ethical trade, so information about how you trade in this regard would be helpful.

In addition, any particular needs you will have will help us allocate you in an appropriate pitch.

EDEN FESTIVAL 2012
15th – 17th June 2012
TRADER APPLICATION FORM

Vehicle passes:

We have limited room for parking on the main site. Each trader is permitted one vehicle only on the main site.

Delivery details are outlined in the terms and conditions.

I enclose copies of my current: (Please tick) ...

Risk Management Plan (All traders)

Public Liability Insurance (All traders)

Employers Liability Insurance (if appropriate)

Gas Safety Certificate (food traders)

Food Hygiene Certificate (food traders)

I confirm that I have written Food Safety Management Procedures which are available for inspection by Festival and Licensing Authority staff (food traders)

NB: no pitches will be offered without presentation of current documents
The Eden Festival will consider your application and respond to stallholders if successful no later than 23rd May 2012 to confirm places and to request payment of the appropriate pitch fee.

An invoice will be sent to you by Eden Festival if you are invited to trade. Terms and conditions of trading are attached. An application to trade at Eden Festival indicates an acceptance of these terms and conditions. Please sign below to confirm that you agree:

Signed:

Date:

Please make a copy of your completed form for yourself, and return the original copy by 10th May 2012, with any supporting documentation to:
Traders at Eden Festival, Galloway Arts Community Interest Company, 23 F4 Eyre Crescent, Edinburgh, EH3 5EU

EDEN FESTIVAL 2012
15th –17th June 2012
TRADER APPLICATION FORM

Terms & Conditions of Trading

1. Traders and/or agents of traders agree to be bound by the Terms and Conditions as set out in this schedule.
2. The pitch fee is for the duration of the festival. This sum represents pitch rent only, we do not provide stall tables, covers etc. Traders must provide their own.
3. The pitch fee includes for Food stalls entrance passes for 3 staff members. For Non- Food stalls pitch fee includes passes for 2 staff members. Additional staff passes are available at a cost of £59.00 each. Please consider your staffing levels carefully as there will be no additional passes available once the public allocation has sold out due to the limitations on numbers imposed on us by our site license/ local authority.
4. Passes will be sent out prior to the festival and must be exchanged for a wristband and laminated pass on arrival.
5. Passes for children (12-16 years) of stall holders available at a cost of £40.00 each.
6. Children (11 years and under) of stall holders and staff will be admitted free, but passes are still required for children for Health and Safety purposes.
7. If you wish to apply for more than one stall, you must make a separate booking for each stall. E.g. two 4 meters stalls are two pitches, not one 8 meters pitch.
9. Cancellation. The following amount of pitch fee will be returned according to the amount of notice given: 4 weeks notice - 50%, 2 weeks notice - 25%, less than 2 weeks notice - 0%.
10. Traders are responsible for ensuring that they and their staff adhere to the published pass system. The festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without passes/tickets will not be admitted to the Festival.
11. Traders may not arrive on site before Tuesday 12th June (unless by prior arrangement), and must have set up fully and ready to trade by 4pm on Thursday 14th June 2012.
12. Any trader who arrives after 12pm Thursday 14th June 2012 to set up will be turned away and forfeit any fees paid. There are no exceptions to this condition.
13. Traders must remain at their pitch until the morning of Monday 18th June 2012 and have left the site by 3pm Tuesday 19th June 2012. Please enter and leave the site by the appropriate gate and road, which will be advised when your booking is confirmed.
14. All vehicles are brought on site at their owners risk, and must be suitably insured. The festival cannot accept any responsibility for any loss or damage that may occur during the Festival.
15. Deliveries: Traders will be held responsible for any persons coming on site to deliver to or service their stall. Any additional deliveries made on Friday, Saturday or Sunday must be completed by 11am using the access road designated.
16. Traders are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured.
17. Power. Bio diesel generators are permitted. If you bring your own please ensure you have sufficient bio diesel to power it. Eden staff are not responsible for providing you with bio diesel, Please do not bring petrol generators.
18. Traders with electrical requirements will need to supply their own extension leads, which must be tested and suitable for outdoor use. Their electrical needs should be declared on their application form.

EDEN FESTIVAL 2012
15th – 17th June 2012
TRADER APPLICATION FORM

19. A 16amp socket must be supplied by the trader. No domestic plugs will be accommodated.
20. To comply with health and safety regulations all electrical appliances and cables used by traders must display a current PAT Certificate sticker.
21. All traders must comply with the requirements of the Health and Safety at Work Act 1975 and its supporting regulations, the Fire (Scotland) Act 2005 and its supporting regulations and any additional local authority requirements.
22. All safety direction and instructions by management and crew must be followed.
23. Prices for merchandise for sale must be displayed and ingredients must be clearly listed.
24. Written Food Safety Management Procedures are required by law and must be available for inspection by Festival and licensing authority staff. All food traders must be registered with a local authority.
25. Traders must provide, at time of application, evidence of adequate and current:
 - Public Liability Insurance (All traders)
 - Employers Liability Insurance (If appropriate)
 - Risk Management Plan (All traders) must be provided by law, outlining any significant health and safety hazards associated with each stall, and what steps are taken to control such risks.
 - Food Hygiene Certificate (for main staff member working on a food stall)
 - Gas Safety Certificate (Food traders using mobile gas appliances)Food traders must have written Food Safety Management Procedures which are available for inspection by festival and licensing authority staff.
26. Fire safety equipment. It is essential that all traders provide adequate and relevant fire safety equipment for their stalls. Stall coverings must be fire proof, and staff must be trained in correct fire action policy. Each stall must have a basic first aid kit and a designated first aider.
27. All traders must adhere to the requirements of the smoke free legislation, which includes displaying the statutory A5 'no smoking' sign.
28. Trading pitches will be allocated by Eden Festival.
29. No unauthorized traders or sub-letting of pitches.
30. Unauthorized Band/Festival merchandise and logos on any goods e.g. t-shirts, baseball caps, craft goods and any bootleg goods will be confiscated.
31. No third party sponsorship is to be displayed on the site without permission from the festival organizers.
32. No food is to be sold from a non-food stall due to separate safety and licensing requirements.
33. Due to licensing laws, no tobacco, alcohol or drugs can be sold.
34. Please put all waste water in the containers provided. It must not be poured on the ground.
35. To keep the litter bill down, and for safety reasons, all food traders are required not to sell drinks in glass bottles. Food traders are also requested to use bio-degradable plates, cutlery etc.
36. Traders are responsible for separating their own rubbish daily in receptacles provided.
37. Items not permitted on site. Glass containers, body piercing equipment, illegal or controlled substances, laser pens, weapons or potential weapons, unauthorized fireworks, or items likely to cause a hazard of fire or injury are not permitted on site for safety reasons and will be confiscated.

EDEN FESTIVAL 2012
15th – 17th June 2012
TRADER APPLICATION FORM

38. Animals. With exception of registered Guide dogs, no animals will be permitted on site.

39. Any traders who plan to sleep overnight in their stall must have an operating smoke alarm.

40. Traders agree to co-operate fully with management and security.

Liability disclaimer- Eden Festival, their servants or agents will not be responsible for any accident, loss, or damage however caused, that may occur to any trader, his/her servants or agents, or his/her property brought onto the festival site, or whilst entering or leaving the site. Please ensure all stall holders and helpers are vigilant. Eden Festival is not responsible for effects on the level of trade caused by weather, power failure or any other unforeseen circumstances.

Any departure from these conditions of trading could result in the stall holder being asked to leave the site without refund of pitch rent and will certainly jeopardize the stall holders chances of being invited to trade at future events.