



Trader's Booking Form 2017

Contact Name:

Trade Name:

Address:

Postcode:

Telephone Number:

Mobile Number :

Email Address: Web Site:

Trading Rules

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- Children Under 10 - £2
- No pets allowed anywhere on site
- All stall sizes include camping, live in vehicle and storage space, please ensure your vehicle fits in the width you book.
- You will be allowed to camp behind your pitch.
- All traders must supply a detailed list of your products and price guide. Please include photos and web links
- Please arrive on site between 9.30 am and 8.00 pm Wednesday 14th June 2017.
- Sorry we cannot accept late arrivals to the site on the day.
- On arrival we require to see original copies of the required documents (see checklist below).
- If using Gas, all units must include appropriate storage of cylinders in line with UK legislation.
- On arrival you will be supplied with the ordered wristbands for you and your staff.
- Your pre booked pitch will be allocated to you. We endeavour to allocate the best possible space for you so please understand this is not negotiable.
- You must be set up and ready to trade by 4.00pm on Thursday 15th June 2017.
- Vehicles must be off site or parked if used during the event by 4.00pm on Thursday 15th June 2017.
- If you need to go off site for fresh stock you will need to leave your vehicle in our offsite parking area.
- If you require deliveries to your pitch please arrange them to be delivered and met at the Artist & Traders entrance.
- We do supply water from a number of stand pipes, there are no independent feeds.
- Petrol generators are not permitted on site at any time.
- No late night sound systems will be allowed and all music must stop at 2.00 am.
- Whilst the Willowman Festival operates 24 hour security we do not accept responsibility or liability for any lost or stolen goods.
- Please ensure you keep your stock under lock and key or out of site whilst not attended.
- **PLEASE NOTE** due to health and safety regulations there will be no vehicle movement within the Arena until 10.00 am on Monday morning 19th June 2017.

Stalls

Type	Required
Food 4m x 10m £250 Inc 1 Staff (max of 1 additional staff ticket @ £40)	
Food 6m x 10m £450 Inc 2 Staff (max of 2 additional staff ticket @ £40)	
Food 10m x 10m £750 Inc 4 Staff (max of 2 additional staff ticket @ £40)	
Retail 4m x 8m £120 Inc 1 Staff (max of 1 additional staff ticket @ £40)	
Retail 6m x 8m £175 Inc 2 Staff (max of 2 additional staff ticket @ £40)	
Retail 12m x 8m £250 Inc 3 Staff (max of 2 additional staff ticket @ £40)	
Other Please provide detail below and costs will be discussed	

Other stall details:

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Electric Supply

If you require power there will be an additional charge

Please ensure you have a minimum of 10 m of correct waterproof cables plugs and sockets for your requirement.

Traders Power Only	Required
1 x 16 amp £60	
1 x 32 amp £120	
Catering Power	
1 x 16 amp 120.00	
1 x 32 amp supply £180	
1 x Phase 3 up to 32 amp £200	

Additional Staff Wristbands

Additional Number Required @ £40 each	
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Product Price List

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Please ensure you enclose a minimum of 4 photos showing your stall layout and products.

Required Documents

You must confirm that you hold original copies of all the relevant documents listed below. You must also ensure that all originals are brought with you for the weekend. Without them you will not be allowed to set up and trade. Refunds will not be given

Risk Assessment (inc set up, trading, break down)	
Fire Risk Assessment	
Fire Extinguishers (size and media relevant to your stall)	
Fire Retardancy Certificates (if required)	
A5 No Smoking Sign	
First Aid Provisions	
Electrical PAT test certificate	
Local Authority Food Hygiene Inspection Report	
HACCP (food traders)	
Gas Safety Certification	
Staff Food Hygiene Certificates (food traders)	
Public Liability Insurance	
Vehicle Certificates (Driving Licence, Insurance, MOT, Tax)	
CRB Enhanced Disclosures (if relevant)	

Copies of all documents required by us for our files will be requested by our H&S Department once your application has been successful. (this will not include those of a personal nature)

Failure to provide copies on request or provide originals prior to set up will result in your application being cancelled. Refunds will not be given

Total Payable

Stall	£
Electrical Supply	£
Additional Staff Wristbands	£
Total Payable	£

Please send applications forms and payment to:
The Willowman Festival
Trade Application Department
7 Vikings Court
Brompton
Northallerton
N. Yorkshire
DL6 2RP
Tel: 01609 780190
E mail: willowmanfestival4@gmail.com
All cheques to be made payable to: S.D. Williams