

# Application For (Non-Food) Trade Stand

## RHYTHM FESTIVALS 2012

A three day event to be held at The Mansion House at Old Warden Park, near Biggleswade, Bedfordshire SG18 9DX over the Bank Holiday Weekend of August 24-26, 2012 with overnight camping. In 2012 we become "three-festivals-in-one", with the addition of Rhythm Folk Festival and Rhythm & Blues Festival. (Most ticket-holders will have access to all areas and you will be trading in a communal area accessed by everyone unless you opt for a specialist trading space – see below).

Thank you for showing an interest in trading at Rhythm Festivals 2012. We are licensed for 5,000 people per day. Trading pitches are 5 metres square and you will need your own stall and cover. You will be allowed to camp on your pitch. The area in front of your trading space will be communally lit but electricity for your stall is charged extra at cost.

There are two types of trading space:

⊗ **STANDARD OUTDOOR PITCH** within the communal area. This area is accessed by people attending all three festivals. Cost: £300.00 (inc. VAT). Extra frontage is charged at £60 per metre (VAT included).

⊗ **SPECIALIST OUTDOOR PITCH** in either the Rhythm Folk Festival area or the Rhythm & Blues Area. This is ideal for a specialist trader or for anyone on a budget. Cost: £180 (inc. VAT). Extra frontage is charged at £30 per metre (VAT included).

All traders must complete the application form on the next page and pay in full in advance, either by cheque (made payable to "Rhythm Company Limited") or by BACS (bank transfer) and posted to the address at the bottom of this page.

### TERMS & CONDITIONS

- Hours of Trading** Access for setting up will be between 12 noon and 18.00 on Thursday 23rd August, and 10:00 and 13:00 on Friday 24th. All Traders must be at their stalls and ready to trade by 14:30 on Friday 24th August. Stalls must not be dismantled until 22:00 on Sunday at the earliest. The site must be vacated by 12:00 noon on Monday 27th August. Rhythm Festival reserves the right to alter these timings and the hours and operation of the event without notice.
- Security** Security patrols will be employed by the organisers of Rhythm Festival on a 24-hour basis from 6pm on Thursday 23rd until 12 noon on Monday 27th August. All traders are responsible for their own security and safety of their stalls, equipment and staff.
- Staff and Safety** Traders must provide an adequate number of staff for the operation of their trading area and ensure that such staff are over the age of 16, adequately trained, civil and sober at all times. Traders are responsible for the behaviour and welfare of their staff and any children they may bring.
- Passes** Traders will receive three adult passes and up to five child passes free of charge. Two further adult passes may be purchased at a cost of £75.00 each. Each ticket will be exchanged for a wristband on-site and will not be transferable between staff.
- Liability** Neither Rhythm Festival organisers nor their representatives shall be liable or responsible for any injury to traders, their employees, agents, guests or visitors while within in the confines of the trading spacing allocated to them.
- Insurance** Traders will not be permitted on site if the Festival has not received a copy of the trader's valid Certificates of Employers' Liability and Public Liability Insurance.
- Risk assessments** are required for all traders and should be returned with this form.
- Trade space cleaning** The organisers will arrange for the cleaning of the general areas of the site. Traders must, at their own expense, keep their areas clean and in a first class condition at all times.
- Vehicles** Vehicle movement is severely restricted during the hours during which the public are on site. Stalls that need to replenish stock have to do so via the 'Artists & Staff Entrance' between 6am and 10am. No vehicle movement is allowed before or after this time. A maximum speed limit of 5 mph must be adhered to whilst on site.
- Closed waste containers** must be provided and kept to the rear of trader's trading spaces to accommodate refuse generated during the Festival.
- Animals** No pets or other animals of any kind can be brought into the Festival site or camping areas.
- Amplified music** No music can be played on any stall or trading space without prior permission in writing from the Festival organisers.
- Unauthorised merchandise** No trader may sell or offer for sale any unauthorised merchandise of any kind. This shall include T-shirts, caps, badges and any item containing the name or logo of Rhythm Festival, as well as illegal CDs, DVDs, and so on. Bootleg goods will be confiscated and may be passed on to the police and/ or trading standards officers.
- Fire precautions and medical kits** Traders must familiarise themselves with the fire precautions and must supply suitable and adequate fire extinguishers, fire-blankets and a suitable medical kit for their trading space.
- Distribution of literature, display notices and banners** Traders are not permitted to roam the Festival site handing out literature without prior approval. The display of banners and signs shall be confined to the trader's own space.
- Food, Alcoholic Drinks, Beverages and Tobacco** Under no circumstance are traders allowed to sell food, cigarettes, beverages or dispense alcoholic drinks or any item containing a measure of alcohol greater than 0.5% ABV.
- Items not permitted on site:** glass (even small bottles for own consumption), body-piercing equipment, lasers, fireworks, weapons or potential weapons, petrol generators, laughing gas, illegal and control drugs.

# Application for Non-Food Trading at Rhythm Festival 2012

This form is to book open ground in an unspecified position. Please use block capitals.

We will contact you within 7 days if your application is not approved for any reason, otherwise assume that you are booked in for Rhythm Festivals 2012. Welcome!

## CONTACT DETAILS:

Trading name: \_\_\_\_\_

Your name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Website URL: \_\_\_\_\_

**TRADING REQUIREMENTS:** Please give a brief description of all goods or services to be offered or displayed and (if possible) include a photograph representing your stand: (if you need more space, use an extra sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## METHOD OF PAYMENT:

Cheque enclosed (made payable to "Rhythm Company Limited")

BACS payment (bank transfer): Account Name: Rhythm Company Ltd | Sort Code: 08-92-99 | Account No: 69397327  
Co-operative Bank. Please send your payment before sending in your application so that we

## 1. SIZE & TYPE OF TRADING SPACE:

**A. STANDARD OUTDOOR PITCH** (£300.00, inc. VAT): Please tick

Floor space: 5 metres frontage x 5 metres depth. **Extra frontage** @ £60 per metre: \_\_\_\_\_ metres @ £60 = £ \_\_\_\_\_

**Please note:** this is just a trading space you will need your own secure covering.

**B. SPECIALIST PITCH IN FOLK FESTIVAL** Please tick  (£180.00) | **BLUES FESTIVAL** Please tick  (£180.00)

Floor space: 5 metres frontage x 5 metres depth. **Extra frontage** @ £60 per metre: \_\_\_\_\_ metres @ £30 = £ \_\_\_\_\_

**Please note:** this is just a trading space you will need your own secure covering.

## 2. STAFF & VEHICLE PASSES:

Number of FREE staff passes required (max. 3) \_\_\_\_\_ Number of free children's passes (max 5) \_\_\_\_\_

Extra staff passes (@ £75 each) \_\_\_\_\_ Number of vehicle passes (max 2) \_\_\_\_\_

## 3. ELECTRICITY:

**Electricity** can be supplied by our electrical contractor but **MUST** be booked in advance, or you can bring your own silent-running Diesel Generator. Please note that **petrol generators are not allowed on site.**

Light use: up to 5A electric supply from communal generator @ £60 (inc VAT) for the weekend

Moderate use: electric supply from communal generator @ £84 (inc VAT) for the weekend

◆ Are you interested in advertising your stall or business in the **FESTIVAL PROGRAMME**? YES / NO

**Traders must have paid in full by BACS or enclose a cheque (made out to "Rhythm Company Limited") for the full amount of their trading space (including electricity) and include their public liability certificate and risk assessment with this application.** Post-dated cheques will not be accepted.

Tickets & vehicle passes will be posted out in July.

**By completing and submitting this form, Traders accept our terms and conditions and agree that they will be adhered to in detail.**