

Dear Trader,

On pages 2-4 is an Expression of Interest Form, and on pages 5-6, are the Terms and Conditions for the Sweeps Festival 2023.

Sweeps Festival is the international celebration of folk music and dance which has become one of the largest May Day celebrations of its kind in the world. For three days historic Rochester is transformed into a riot of colour and sound with the best musicians and bands on the folk circuit and hundreds of Morris dancers from across the country clattering their clogs and clashing their sticks up and down the high street.

The stall cost is for a 3x3m pitch, if you require a larger pitch, this will be double the original stall price and will allow you to have a 3x6m pitch (6m is the frontage of your pitch).

If you would like to attend, please return the appropriate forms digitally, as soon as possible, as well as a copy of your Public Liability Insurance and a risk assessment.

If chosen to attend, you will receive an invoice, and once a minimum of 50% of the final price has been paid, then you will receive an email confirming your place. Please note we are now only accepting bank transfer.

Please be aware that bookings for the Sweeps Festival 2023 close on Wednesday 15th March 2023.

Please do not send in your payment until you receive an invoice.



Business Name-

Stall Name-

Contact Name-

Email Address-

Contact Number-

Local Authority

registered with-

Contact Address-

Products for Sale-

Number of Pitches Required-

Please select the category which your stall best fits into (please be aware, the events team may change what category your stalls fits into based on discretion).

Charity £15

An organisation which is set up to help those in need or give advise, who are also non-profit.

Craft £280

Where the products sold are hand-made, 85% of the products sold must be hand-made.

Local Produce £280

Where the products sold are grown, sourced, and produced themselves.

Street Food £350

Prepared or cooked food sold by vendors in a street or other public location for immediate consumption.

Alcohol £505 (price includes TENS)

A stall which is selling 50% alcoholic stock, we include the tens in the total pitch price which is £21.

Commercial £320

A stall which does not fit into any of the categories above, that does not grow, source, and produce the products themselves.

Event Catering £680 (price includes TENS)

A stall which does not fit into any of the categories above, and are not selling products, grown, sourced, or produced themselves, but are providing a type of food and drink.

Does your stall require power for an additional £20? (Standard power consists of 1x4amp socket)

Yes

No

If yes, please give full details of ALL your power requirements including number of items and wattage of each individual items.

Please note heaters, kettles and urns are not permitted.

Your invoice will detail how you can make your payments. Any payments can be made up until 15th March 2023. Failure to pay the full balance by the date stated will result in your booking being terminated and the pitch being re-let.

Cancellations can only be accepted in writing. Once your stall has been accepted deposit payments are non-refundable. Subsequent payments are non-refundable once made. Medway Council reserve the right to cancel any booking as a result of non-payment or false information.

Please enclose a copy of your public liability, risk assessment, and if relevant, a basic food hygiene certificate. Failure to provide these will mean that you are unable to trade. Medway council reserve the right to refuse admission if proved necessary. Exhibitors and stallholders who do not act in an appropriate manne will be asked to leave.

All relevant paperwork relating to your participation in our event must be submitted to the Events Team by Wednesday 15th March, including Public Liability Insurance details, Risk Assessment, and if applicable, a Food Hygiene Certificate.

I have confirmed I have included a copy of my (please tick)

Public Liability Insurance Details

Risk Assessment

Food Hygiene Certificate (if relevant)

Personal License Holder Details (if relevant)

PAT Test Certificate for all items

If you have any questions, queries or special requirements about your stall or the day of the event, please leave them below, and we will try our hardest to answer them/ accommodate to them. Please DO NOT email them, as emails are easily lost.

Declaration: I confirm that the information given is accurate and I understand that any items being sold that do not relate to any of the above will deem my application null and void. I agree the above information I have supplied is true to the best of my knowledge, and I have provided the events team with the most up to date paperwork I own.

Signature-

Print Name-

Date-

Return forms to traders@medway.gov.uk

Terms and Conditions

The agreement is valid for The Sweeps Festival 2023 only.

All stalls must be fully set up and ready to trade for 10am and are to remain so until 6pm. Pitches will be allocated by the Events Team in line with the programmed zones. Both hard standing and grass terrain will be used.

We would like to encourage all stallholders to eliminate the use of single use plastics. We would also like to encourage every stall to have a healthy option on their menu as well as a vegetarian/vegan option (applicable to those who sell food).

Stallholders must supply their own gazebo, tables and chairs and any other equipment required for the stall. Stallholders are to be on site no later than 8:30am on Saturday 29th April. Stalls must be ready and set up no later than 10am; stalls are to be disassembled after 6pm, please make sure that you have enough stock to cover this period.

Please be aware that if you have traded at the Sweeps Festival before, you are not guaranteed your usual pitch.

Vehicles are not permitted to remain at your stall location; you may however, unload by your pitch, and then move your car to the allocated parking area, before setting your pitch up, to help the congestion of vehicles in the stall area. Please note that once parked you may not bring your vehicle onto the event area again until the event is over and it is deemed safe to do so by the Event Management, this is likely to be at approximately 6:30pm.

Agreement relates only to the event site at Rochester.

I agree to trade in my designated area only and will only sell goods that have been pre-agreed.

All paperwork and payment for the stall to be submitted by 15th March 2023 including Public Liability, Risk Assessment, Food Hygiene Certificate and Personal Licence Holder details (if applicable).

All payments are non-refundable. All payment agreements must be honoured; any disputes should be put in writing to the Senior Events Officer.

Vehicles are not permitted to remain on site by your pitch and must be removed at the latest by 9:00 am to a designated parking area.

Trading hours are between 10am and 6pm.

No smoking is permitted at your stall.

No dogs are permitted within the stall area.

No vehicle movement is permitted between 10am and 6pm unless authorised by an Events Officer.

Event Organisers can provide electricity if pre- agreed; valid PAT Test certificates must be included with applications. Silent running generators can be used with the Event Organisers prior permission but under no circumstances will petrol generators be permitted.

This is regardless of current PAT test date. This will be an additional cost to the Council, however in the event of a failed test any costs to rectify will be passed to the operator of the equipment.

Immediate areas in front of your stall to be kept suitably clear of rubbish. Your rubbish must be stacked neatly out of site from the general public.

Rubbish to be neatly placed at your stall area at the end of the event, once general public have left the site. Festival Contractor will collect rubbish at no cost to the stallholder.

Stallholders and their staff are to wear appropriate clothing.

Stallholders and their staff are to act in a responsible and mature manner, respecting others that are around them at all times. Anyone found to be acting abusively either physically or verbally will be removed from site and any future applications will be affected.

All person's working/ operating stalls are the responsibility of the main applicant. Therefore applicants are to ensure all persons are given a copy of the terms and conditions.

Products offered for sale must be of good quality and fit for the purpose they are intended. Only goods stated on the application form can be offered for sale. The sale of counterfeit goods is strictly prohibited. Anyone thought to be selling counterfeit goods will be reported.

Stallholders must occupy their pitch on all dates.

Setting up and dismantling must be carried out outside of the festival opening hours.

Early departure is not an option.

Stalls should be dressed in a festive manner and staff should wear clothing appropriate for the festive period.

Medway Council operates a no glass policy.

All electrical equipment MUST carry a valid test certificate.

Medway Council will engage overnight security for the event.

Medway Council advises stallholders to remove all cash and items of high value overnight.

Medway Council does not accept liability for any losses.

Food and drink tasters will be offered as appropriate.

Food businesses must comply with the Food Allergens Legislation and display the appropriate notices, which is visible to consumers.

Persons operating within food stalls must have their own Food Hygiene Certificates, which must be included within the booking forms.

Failure to have this will mean they cannot work or represent the main company. Amplified selling techniques and touting for business is not permitted.

Price list of all products to be clearly displayed.

Declaration: I confirm that the information given is accurate and I understand that any items being sold that do not relate to any of the above will deem my application null and void. I also confirm that I have read the terms and conditions and agree to adhere to them. I agree the above information I have supplied is true to the best of my knowledge, and I have provided the events team with the most up to date paperwork I own. I also agree to the above terms and conditions.

Signature-

Print Name-

Date-