

Dear Trader,

The English Festival, which takes place at Riverside Country Park, Gillingham, is a celebration of St Georges Day and the most iconic and ironic English historic and modern traditions, from donkey rides to a helter-skelter, live music, and a George and the Dragon show, there's something for everyone to enjoy.

On pages 2-4 you will find an Expression of Interest Form, and on pages 5-6, are the Terms and Conditions for the English Festival.

The Festival is attended by approximately 15,000 people over the weekend.

The cost is for a 3x3m pitch, if you require a larger pitch, this will be double the original price and will allow you to have a 3x6m pitch (6m is the frontage of the 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. Event management will allocate pitches in keeping with the look and feel of the event.

If chosen to attend, you will receive a confirmation email followed by an invoice. Please provide proof of payment via email. Your pitch is secured once payment has been made.

Please note we are now only accepting bank transfer.

Business Name:

Stall Name:

Local Authority registered to:

Contact Name:

Email Address:

Phone Number:

Address:

Website/webpage (if applicable):

Nature of goods to be sold

Please complete giving as much information as possible regarding the type of goods to be sold. Applications will only be considered with this section completed in full and accompanied by pictures. Please use a separate sheet if necessary.

Pitch Requirements

Standard pitch size: **3x3m** – if larger pitches are required this can be arranged which fees increasing accordingly

Number of pitches required:

Please select the category which your stall best fits into (*we reserve the right to question or change the category of your stall*)

- **Event Catering:**

Catering Concession- Prices range from £110- £230

Caterers selling food or beverage items for consumption at the live event (including those also selling prepackaged goods for consumption off site). The pitch price will be determined by size, potential volume of sales and use of local produce.

Alcohol £150 (price includes TENS)

Beverage only concession selling alcohol for consumption on or off site.

- **Local Produce £90**

Stalls selling products that are grown, produced, and processed by themselves – excluding food and beverage prepared on site for immediate on-site consumption which should be booked as a catering concession.

- **Craft £80**

Products sold are handmade by the vendor—at least 85% of products must be handmade, and not for consumption

- **Commercial £110**

A stall which does not fit into any of the categories above, that does not grow or produce the products themselves (including face painters).

- **Charity £15**

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

Power Requirements

Power is charged additional to the pitch fee

Standard power includes 1 x 4amp socket.

Standard power cost £20, power requirements in addition to this are subject to negotiation. Discounts are not given on power requirements.

Do you require Power: **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.*

Payment Terms

If you have been selected to trade at this event you will receive a confirmation email followed by an invoice detailing how you can make your payments

Balance payment:

This is due no later than 1st March 2023.

Failure to forward your payment (or proof of payment) by the dates stated will result in your booking being terminated and the pitch being re-let.

Cancellation Policy

Cancellations can only be accepted in writing.

Once your stall has been accepted payments are non-refundable.

Medway Council reserve the right to cancel any booking as a result of non-payment or false information.

Checklist

All relevant paperwork relating to your stall must be submitted to the Events Team prior to trading.

I confirm I have included a copy of my (please tick);

- Risk Assessments
- PAT testing certificates
- Public Liability Insurance details
- Food Hygiene Certificate (if applicable)
- Personal License Holder Details (if relevant) display
- Required Payment

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 of Stallholder:

Print Name:

Date:

Signature of Management:

Please return application form and all relevant documentation digitally to traders@medway.gov.uk

Terms and Conditions-

1. All bookings are subject to confirmation by Medway Council. In the event that The English Festival does not occur, deposits will be refunded in full.
2. Stalls are permitted to trade 10am- 5pm.
3. Pitches will be allocated by the Events Team in line with the programmed zones. Both hard standing and grass terrain will be used.
4. Medway Council will provide only the power supply that has been pre-agreed and set out on your application form. Any additional power is subject to agreement and additional costs. Stallholders must use the power supplied by Medway Council only. Own generators are not permitted.
5. Applications will be checked for quality and suitability. Medway Council reserves the right to refuse any application for sale of goods which are not appropriate for this event and/or are over subscribed.
6. The pitch fee for each stall is set out in the booking form. Additional stalls will be charged at multiples of these prices.
7. All stalls must be set up and ready to trade by 15 minutes before opening time you must be open for the duration of the day. Closure during event times is not an option. Vehicles may unload by their stall until 1 hour before opening time. Vehicles must then be removed from the stall area. Details on parking will be sent with your information pack closer to the event start date. Vehicles will not be permitted back into the stall area until after the event has closed and event organisers have given authority to do so.
8. 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).
9. Medway Council reserve the right to refuse admission if proved necessary. Stallholders who do not act in an appropriate manor will be asked to leave.
10. Pictures of goods for sale must accompany the booking forms
11. Stallholders must occupy their pitch on all dates.
12. Stallholders must ensure that their stalls are adequately staffed at all times.
13. Agreement relates only to the event site at Riverside Country Park, Rainham.
14. I agree to trade in my designated area only and will only sell goods that have been pre-agreed.
15. All paperwork and payment for the stall to be submitted by 1st March including Public Liability, Risk Assessment, Food Hygiene Certificate and Personal License Holder details (if applicable).
16. All payments are non-refundable. All payment agreements must be honoured; any disputes should be put in writing to the Senior Events Officer.
17. Vehicles are not permitted to remain on site by your pitch and must be removed at the latest by 9:00am to a designated parking area.
18. No dogs are permitted within the stall area.
19. No vehicle movement is permitted between 10am and 5pm unless authorised by an Events Officer.
20. 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 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.
21. Stallholders and their staff are to wear appropriate clothing.
22. 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.
23. 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.

23. Stalls MUST advertise the accepted methods of payment, whether that be cash, card or both.
24. Stallholders must hold their own public liability insurance. The National Market Traders Federation offer reasonably priced cover for stallholders.
25. Medway Council does not accept liability for any losses.
26. Amplified selling techniques and touting for business is not permitted.
27. Stallholders must ensure that their rubbish is kept neat and tidy during the day. All rubbish must be disposed of in the large waste bins provided at the end of each day. Any rubbish left by the stall may incur a charge. Large Items such as pallets will not be accepted.
28. 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 15th April 2023.
29. Stalls must be ready and set up no later than 10am; stalls are to be disassembled after 5pm, please make sure that you have enough stock to cover this period.
30. Please be aware that if you have traded at the English Festival before, you are not guaranteed your usual pitch.

Declaration: I confirm that the information given is accurate and 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.

Signature-

Print Name-

Date-