

Dear Trader,

Rochester 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.

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

The Festival is attended by approximately 60,000 people over the weekend.

The stall cost is for a 3x3m pitch, if you require a larger pitch, this will 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. 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.

**Rochester Sweeps Festival**  
**Expression of Interest for Trading**

**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 £350- £680**

*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 - £336 (price includes TENS)**

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

○ **Local Produce £280**

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

○ **Craft £280**

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

○ **Commercial £320**

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

### 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.*

NB Individual generators are not permitted on Medway Council s event sites.

### **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 15<sup>th</sup> 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 [eventsteam@medway.gov.uk](mailto:eventsteam@medway.gov.uk)

## Terms and Conditions-

1. Agreement is valid for the Sweeps Festival only.
2. 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.
3. Medway Council will allocate a pitch location in accordance with the design of the event.
4. Stallholders must occupy their pitch on all dates.
5. Stalls must be ready for opening at 10am and remain open until 6pm.
6. Stallholders must ensure that their stalls are adequately staffed at all times.
7. Setting up and dismantling must be carried out outside of the festival opening hours. Early departure is not an option.
8. Vehicles are not permitted within the festival area during festival opening hours. Medway Council will authorise when it is safe for vehicles to be brought into the gardens.
9. Medway Council operates a no glass policy.
10. Goods for sale must only be exhibited within the designated pitch area.
11. All electrical equipment MUST carry a valid test certificate. The onsite electrician can test any equipment not carrying this on site. This will carry a small additional fee.
12. Stallholders must obtain public liability insurance before being permitted to trade. Details of this must be forwarded to Medway Council. The National Market Traders Federation offer reasonably priced cover for stallholders.
13. 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.
14. Food and drink tasters will be offered as appropriate. Persons operating a food stall must have their own Food Hygiene Certificate. Failure to have this will mean they are not permitted to work this event and represent their company.
15. Food Stalls must comply with the Food Allergens Legislation and display the appropriate display notices for consumers.
16. 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).
17. No dogs are permitted, and No smoking is permitted onsite.
18. Amplified selling techniques and touting for business is not permitted.
19. Stallholders must ensure that their rubbish is kept neat and tidy during the day and place into bins at the end of each day.
20. 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.
21. Payment terms must be adhered to, failure to do so will result in the termination of booking without refund.
22. Any objections are to be made in writing to the Senior Events Officer at Medway Council.

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-