

Exhibitor Application

All pitches are outside, standard exhibitor pitch is 6m x 5m and additional metre frontages is £15 per metre.

**If you are selling products you will be classed as a trader and will need to fill in a trade application form.**

|  |  |  |
| --- | --- | --- |
|  **Standard pitch - £100****Additional mete frontage - £15 per Metre** | Frontage required in metres | Total Cost |
|  |  |
| **Each pitch comes with 4 trade wrist bands, additional wristbands £10 each** | Number of additional bands | Total Cost |
|  | **£** |
| ***\** Please ensure you allow yourself adequate space when making your booking.** |

# Please do not send payment with this application we will invoice you once your application has been accepted payment is then due in 14 days from receipt of invoice.

**Trading Name or Name by which you wish to be known**…………………………………………………………………………

 (Please use this name in all correspondence)

**Service Description**  ………………………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………….

**Contact Tel No(s)**…………………………………….………………………………………………………………………………………………..

**Website** ………………..……………………..…………………………………………………………………………………………………………..

**Email Address (please print)** …………………………………………………………………………………………………………………….

**Address (inc Postcode)** …………………………………………………………………………………………………………………………….

……………………………………………………………………………………………….…………………………………………………………………

**Name of Public Liability Provider and Policy Number …………………………………………………………………………..**

**…………………………………………………………………………………………………………………………………………………………….**

**By signing below you acknowledge that you have read, understood and agree to abide by the Terms & Conditions below.**

**Name (please print)** ……………………………………………………… **Signed**………………………………………....................

**Fire risk assessment must be completed by all Food Vendors**

**Fire Risk Assessment**

**Exhibitors**

**2021**

**Trading Name**

**Contact No.**

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. This includes if you have a table inside our Marquee (TBA).

The Risk Assessment needs to identify the fire hazards and persons at risk; you must endeavor to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site.

You must be able to answer YES or N/A to the following questions.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 1. Make sure there are adequate exits provided for the numbers of persons within your unit or stall/table and that the exits unobstructed at all times the stall is in use? |  |  |  |
| 2. Do you have an adequate number of fire extinguishers/fire blankets available on your stall if applicable? |  |  |  |
| 3. Has the fire-fighting equipment been tested within the last 12 months and is the staff instructed on how to use it? (This may be checked by our stewards on the day) |  |  |  |
| 4. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and exit locations? (This is in our T+C) |  |  |  |
| 5. Have you identified all ignition sources and ensured that they are kept away from all flammable materials? |  |  |  |
| 6. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? (This may be checked by our stewards on the day) |  |  |  |
| 7. Do you have sufficient bins for refuse? Is all refuse kept away from your unit and any sources of ignition? |  |  |  |
| 8. Are you aware that petrol generators are not permitted on site without a separate risk assessment? |  |  |  |

**If you use LPG, Gas – please contact the show office**

Stallholder/

Person Responsible: ………………………………………………………………………………………

 Signature Print Name Date

## **Festival Sponsorship**

There are opportunities for Festival Sponsorship, if you would like more information email amythegreatoutdoorsfestival@gmail.com for Sponsorship Pack.

## **Advertising in The Bushcraft Journal Magazine**

Buy advertising in The Bushcraft Journal Magazine in conjunction with The Great Outdoors Festival trade or exhibitor stand and receive 25% discount!! The Bushcraft Journal Magazine has a massive global audience of people who have a keen and avid interest in bushcraft and the outdoors, subscription and social media reach of over 50,000 people. For more information contact amy@thebushcraftjournal.com.

**Terms and Conditions**

This copy of our standard terms and conditions is intended to apply across the different types of traders and attractions that attend PLEASE ENSURE THAT YOU TAKE THE TIME TO READ THEM

1. **Stands**
	1. **No Sub-Letting –** Trade Stand space shall be for the sole use of the trader applicant, if two or more companies or entities wish to share the space, all traders must be listed on trader application.
	2. **Pitches will be marked ­–** stay inside allocated space and switching or swapping of pitches is prohibited
	3. **Pitches are 3m x 3m–** additional space can be requested prior to the event, cut off for trade applications is 2nd July 2021.
	4. **Gazebos and shelters** – it is the responsibility of the trader to ensure their gazebo and/or shelter is secure and does not present a risk to other traders or event attendees.
	5. **Health and Safety** – All traders will be responsible for the health and safety in and around the immediate area of their pitch. Ropes and guidelines must be highlighted and/or marked, trip hazards must be minimized and all traders must have a risk assessment for their stand/area; including risk of fire. The organisers may ask to see this; failure to have this may result in trader being asked to leave without the chance of a refund.
	6. **Access to site** – Traders can access the site from 12pm – 8pm Wednesday 4th August and 8am – 8pm Thursday 5th August. Gates to the Festival Open to the public at 10am on Friday 6th August, although public access to the camping field will be from 12pm on Thursday 5th August. There is a 5mph speed limit in force at all times. If vehicle towing is required, then The organisers accept no responsibility whatsoever if any damage is caused. All vehicles need to be clear of the Festival ground by 8am on Friday 6th August. **No vehicles are permitted on the Festival site between 8am on Friday 6th until 5.30pm on Sunday 8th August.**
	7. **Opening Times** – Stands must be open during the Festival trading times 10am – 5.30pm.
	8. **Marks Hall and The Great Outdoors Festival takes no responsibility for equipment, vehicles, stock, traders or trade staff while on the Festival site.**
2. **Liability and Indemnification of the Festival**
	1. Marks Hall and The Festival Organisers, its officers, servants, agents and employees will not be responsible for, or accountable to, any person whatsoever for any damage or loss, however caused, to the property of any such person that may occur whilst upon the Festival or Car Parks or whilst entering or leaving the same.
	2. Marks Hall and The Festival Organisers, its officers, servants, agents and employees will not be responsible under any circumstances whatsoever for any accident, loss or damage, however caused, that may occur to, or be caused by any person or to or by any animal, vehicle or equipment exhibited or brought onto the Festival ground or Car Parks. Each exhibitor or competitor shall accept sole responsibility for any such accident, loss or damage concerning him and shall hold the Festival Organisers, its officers, servants, agents and employees harmless and indemnify them against any legal proceedings arising there from.
	3. Each trader must have adequate public liability insurance cover.
3. **Trader Packs**
	1. Trader packs will be available for collection upon arrival, vehicle passes will be emailed to you with your booking confirmation, please print them and display them in your vehicle.
	2. Please let the organisers know if this is unsuitable i.e. Traders coming from overseas may not be at their home address in the run up to the Festival, these packs can be collected from the main gate on arrival as long as prior arrangements have been made.
	3. Vehicle passes and wristbands must be displayed at all times.
4. **Anti-social behavior**
	1. The Great Outdoors Festival (GOF) operates a zero tolerance policy for illegal drugs of ANY kind; anyone found to be under the influence or in possession of drugs will be ejected from the site and reported to the police.
	2. Traders are expected to be respectful of other traders, visitors, volunteers and Festival staff and refrain from doing anything that may cause offence, nuisance or damage to any Festival attendees. Please report any problems to the organisers.
	3. The use of loudspeakers is prohibited unless written permission has been obtained by the Festival organisers and traders must not create noise or smell likely to cause nuisance, damage or offence to adjoining stand-holders, visitors of the Festival
5. **Products**
	1. The sale of food products and alcohol is only permitted in the designated area

They will be required to comply with the Food Act 1984 and Environmental Protection Act 1985. A Written Food Safety Management Procedures are required by law. These must be available for inspection at all times.

Any exhibitor selling alcoholic beverages or foodstuffs containing alcohol must have an appropriate licence to do so.

* 1. Please refrain from the sale of ‘cheap tack’ items
1. **Removal of litter and waste**

You agree to pay a refundable Bond, which will cover litter, damage & impact to Us. This will be paid in cash, on arrival at the Event Site. The amount will be confirmed to You in writing in advance of the Event. This bond can only be returned to you:

a. by The Great Outdoors Festival (TGOF) ; and

b. whilst You are still on the Event Site before Your departure from the Event; and

c. after inspection of Your Pitch by ; and

d. confirmation from TGOF that You have left Your Pitch in the condition that You found it.

Any official of the Festival Organisers shall have power to expel from the Festival ground any exhibitor or his representatives failing to comply with these Rules and By-Laws within these terms and conditions.

1. **Environmental Obligations:**

You agree to implement best available environmental practices and comply with any environmental policies supplied to You by TGODF or Venue Owner, ensuring that:

1. Packaging on all goods sold by You is minimised and recycled and that biodegradable packaging and cutlery is used where reasonably practicable. In particular, we ask all Traders to eliminate single use plastic (including cutlery) and single use straws where reasonable practicable;
2. **Fire Precautions**
	1. All Traders must take proper precautions against fire. Including display of notices to prohibit smoking in the immediate vicinity of any inflammable material or inside stands/tents. All traders with inflammable material shall provide fire extinguishers bearing current proof of test designed to deal with the risk involved and of a type approved by the local Fire Authority. All tents are to be fire retardant. No naked flames are permitted on any stand without agreed risk assessment **FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN CLOSURE OF THE STAND.**
	2. Fires must be raised off the ground and enclosed and properly extinguished after use.
3. **Generators**

**PETROL GENERATORS WILL NOT BE ALLOWED TO BE USED ON SITE**.

Stand-holders may use diesel generators, but they must be properly silenced to the extent that no nuisance is caused to other exhibitors. It is essential to use a quiet type of generator, or provide a baffle to cut down noise. The Festival Organisers will shut down any noisy generator.

No generators will be allowed in any Marquees, Tents and stand-holders should notify the Festival Organisers with their application of electricity if required.

1. **Electricity**

Electricity is NOT available on the Festival site unless it has been pre-booked. Proof of electrical safety must be available for all electrical equipment used. Fully competent electricians must be employed for all 240V electrical work on the Festival ground. 110V equipment is preferred.

1. **Gas**

All stand-holders must ensure their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiners name and the date of the examination. The organisers will not allow any appliance to be used unless this has been done

1. **Statutory Requirements**

Stand holders and exhibitors must comply with all requirements for the Health & Safety at Work Act 1974, and Food Act 1984, Public Liability Insurance, the Food and Environment Protection Act 1985, Fire Precautions Act 1971, and any other statutory provisions and regulations applicable to their particular stand or exhibition.

1. **Signage, advertising and competitions**
	1. Signs, advertising and distribution of leaflets can only take place from the traders stand and not in main Festival area
	2. Competitions are permitted but only if advance permission has been sort from the Festival organisers.
2. **Infringement of Rules and By-Laws**

Any official of the Festival Organisers shall have power to expel from the Festival ground any exhibitor or his representatives failing to comply with these Rules and By-Laws within these terms and conditions.

1. **Disputes**

Any disputes arising from or out of these Rules and By-Laws shall be submitted in writing to the Festival Organisers for adjudication and the decision of the Festival Organisers shall be final and binding on all parties.

1. **Health, Safety & Welfare**

All persons involved shall comply with the Health & Safety Policy which is available upon request. This will include supplying such information as is requested by, and any additional requirements of, the Festival Organisers.

1. **Accidents, Near Misses & Hazards**
	1. Please report any accidents or near misses to the information tent, located in the Bushcraft Schools, so we can record the incident and prevent it from happening again.
	2. Event first aid will commence on Friday 24th, however we have first aiders on site so ask if you need attention.
2. **Evacuation procedures**

These will be sent out in your traders pack.

1. **Dogs**

No dogs are permitted on site unless they are assistance dogs.

1. **Photography**

Any photographs taken by festival officials on the day are the property of The Great Outdoors Festival and maybe be used in future marketing and social media posts.

**Booking forms need returning to amythegreatoutdoorsfestival@gmail.com. The Great Outdoors Festival does not want to turn any traders away but as with all events we are limited by the space we have so please return your form ASAP to secure your place. An invoice will be sent to you, your pitch will be reserved for 14 days from the invoice being sent. You will receive a confirmation email upon receipt of payment. When paying by BACS please use you trade name listed above as the reference.**