



Larmer Tree Festival

Dear Artist/Craftsperson

The Artists' Quarter at the 20th Larmer Tree Festival – 14th-18th July 2010

Thank you for expressing an interest in trading in The Artists' Quarter at Larmer Tree Festival 2010. Our 20th year is going to be a big celebration - one that nobody will want to miss! To date we've booked **Jools Holland and his Rhythm & Blues Orchestra**, **Oysterband**, **Shooglenifty** and Adrian Edmondson's **The Bad Shepherds** to raise you out of your winter blues. With plenty more still to programme including the headliners, a packed line-up of workshops, street theatre and comedy, it's going to be an unforgettable 20th birthday party! Keep an eye on www.larmertreefestival.co.uk over the next few weeks for line-up details as artists are confirmed.

The Artists' Quarter returns for the eighth year and we are looking for approximately 25 artists to participate. As in previous years the marquee will be located in the same prime position, just inside the entrance to The Village. After the very positive feedback about the atmosphere it created, Reg's Artscaf will once again share the space. Last year we addressed the noise levels in the nearby venue The Social, and it made a big difference. However music will still be playing until the early hours, so if earplugs don't do the trick, you may need to camp in the general camping area.

There will be access to power for individual display lighting and the marquee will have general overhead lighting. Exhibiting times are between 3pm-12am on Wednesday 14th, and from 10am-12am on Thursday 16th-Sunday 18th July, with stallholders responsible for choosing when to staff their stall during this period. Between midnight and 10am a waist-height crowd barrier will be erected by a member of festival staff, to provide a physical barrier between the artists' display area and the café. If you want to pack up before this time you will be responsible for making your stock safe. There will be a limited secure parking and camping area behind the marquee for security purposes, although J & J Events Ltd are unable to accept responsibility for any of the work that is exhibited.

In response to last year's feedback, we will be adding a second portaloos into the AQ camping area, however as space is limited we would ask you to take care when siting your vehicles (one per stall) as the parking is an issue every year. **Prices are being held at last year's pitch costs** and we will also be using a different marquee company this year! Your wristbands will distinguish you from the public and also allow you access to the crew showers. We are again offering to those of you wanting to exhibit in the same spot as last year the chance to do this. Please tick the appropriate box on the form and we will try our best to accommodate your wishes. You will be advised of which stall type you have once all applications have been finalised. We will continue to assess the success of this set up, post-festival, to see if we can continue to offer this benefit in future years.

This year the padlock on the Artists' Quarter camping area will be kept permanently locked to increase the security – this may appear to be inconvenient, but we believe it is for your own benefit. We always try hard to be as prepared as possible for bad weather, but if the site is wet this year, we will have to restrict vehicular access on-site. Please be understanding in the event of this happening.

To make it easier for you to buy extra tickets for family and helpers, if they are arriving with you on Wednesday, tickets may be ordered on application. You will find the space to order the extra tickets in the table at the bottom of Page 2.

This pack includes an Application Form that contains our Conditions of Trading. If you wish to apply, **please read the Conditions carefully** and sign to indicate that you agree with the terms. Please remember, applications can only be accepted if accompanied by a copy of your **Public Liability Insurance Certificate** for £2,000,000 (minimum). If your policy expires before 14th July 2010, please send a current copy and ensure you send the updated copy as soon as available.

We always have more applications than space, so please send your application in soon! **The final deadline for applications is 14th May**. If your application is successful we will notify you as soon as your cheque has cleared. If unsuccessful, we will return your cheque. If you have any queries, please call me on 01725 552300.

Yours sincerely

Sarah Jerrold
Larmer Tree Festival
trading@larmertreefestival.co.uk

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We provide space directly behind the Artists' Quarter so that you may camp and lock your stock in your vehicle at night if you wish. The space available is very limited so please give the following details:

Vehicles/Tents which must be kept directly behind The Artists' Quarter (Please keep to a minimum)		
Type and Number of Vehicles e.g. car, van, truck, caravan, campervan	Length/Size	Purpose eg. stock, sleeping
Vehicles/Tents which do <i>not</i> need to be located directly behind The Artists' Quarter		
Type and Number of Vehicles e.g. car, van, truck, caravan, campervan	Length/Size	Purpose eg. stock, sleeping

ARTISTS' QUARTER - CONDITIONS OF TRADING

Larmer Tree Festival, 14th-18th July 2010

J & J Events Ltd (hereafter known as The Festival) grants the artist/craftsperson (hereafter known as The Artist) licence to trade in the Artists' Quarter marquee at the Larmer Tree Festival on the following terms and conditions. Any violation of these terms and conditions will render this Licence null and void, and in that event, The Festival reserves the right to remove The Artist and any of their possessions from the festival grounds without compensation or refund of the Licence fee.

- 1. Trading Space** – The agreed pitch will be allocated to you on arrival, maximum depth 6ft, and minimum width 6ft. All monies due must be paid with the application form (non-refundable if application is successful).
- 2. Wristbands** – Two traders' wristbands (**not interchangeable under any circumstances**) will be issued on arrival at the festival. In addition, a maximum of two wristbands are offered for The Artist's children (5-17 years). Any additional family, friends and children arriving with the artist may purchase a ticket with this application – please note the festival always sells out in advance.
- 3. Goods Sold** – The Artist may only sell work made by themselves and only the goods specified in their application. Any changes to the application form must be made in writing at least two weeks prior to the start of the festival.
- 4. Insurance** – The Artist will not be permitted on site if The Festival has not received a copy of The Artist's Public Liability Insurance certificate for £2,000,000 (minimum, in advance). If the policy expires between the date of The Artist's application and the date of the festival, please send existing copy and a copy of the new policy as soon as available.
- 5. Insurance of Stock** – The Artist is responsible for insuring their stock. The Festival assumes no responsibility for theft or breakages.
- 6. Vehicles & Camping** – One vehicle pass is available per Artist stall for the camping space available directly behind the Artists' Quarter. Space will be strictly limited and there can be no vehicle movement on the festival site from 12pm on Wednesday 14th until midnight on Sunday 18th July. Extra vehicles may be parked outside of The Village.
- 7. Trading Restrictions** – The Artist may not sell food or drink, especially alcohol in any form whatsoever (eg brandy coffees), herbal highs, tobacco products, banned substances, pornographic, obscene or blasphemous material, disposable barbecues or any form of flammable equipment, music-related recorded material (for instance, CDs, cassettes, videos, DVDs), unauthorised Larmer Tree Festival logos on any goods, body art, bubble products, fireworks, Chinese candle lanterns, Nitrous Oxide Canisters, lasers, 'cap bombs', lethal, real, replica or toy weapons. The Festival reserves the right to demand the removal from sale any item deemed unsuitable for a family-festival without paying any compensation to The Artist.
- 8. Setting up times** – Set up will be from 9am-midday on Wednesday 14th July only. Strictly no setting up is permitted outside these times.
- 9. Breakdown times** – The earliest breakdown time is 8pm on Sunday. The Artist, their vehicles, equipment and merchandise MUST vacate the site by midday, Monday 19th July.
- 10. Access to your stall** – Please note that in adverse weather conditions vehicular access may be restricted.
- 11. Trading times** – The Artists' Quarter is located in The Village which is open to the public as follows: Wednesday 14th 3pm-12am, and Thursday 16th-Sunday 18th July, 8am-3am. The Artists' Quarter will be open from 3pm-12am on Wednesday and from 10am-12am on Thursday 16th-Sunday 18th July.

12. Damages – Any damage to the site caused by The Artist, their children or their staff is to be paid for before leaving the festival. The artist agrees to leave the site in a clean and tidy condition.

13. Losses – The Artist acknowledges that The Festival or any of their designated employees are not responsible or hold any liability for any financial losses incurred by the artist, or for any loss or damage of their equipment, goods or personal belongings, or personal injury of employees working for or connected to them.

14. Delivery of stock – There will be no vehicle movement within the festival site from midday on Wednesday 14th July until midnight on Sunday 18th July. Any stock deliveries must be made on foot.

15. Recycling and rubbish – All recyclable and non-recyclable waste is to be separated by The Artist. All cardboard is to be broken down into manageable sizes.

16. Security – The Festival employs a professional 24-hour security company, but can accept no responsibility for any loss or damage to The Artists' equipment, merchandise, vehicles or personal belongings.

17. Noise – The Festival reserves the right to reduce or curtail any excess noise created by The Artist if it is deemed to be affecting other artists or festival activities. PA systems are not allowed in the Artists' Quarter.

18. Power and Lighting – No generators or LPG gas appliances may be used. The Festival will supply general lighting in the Artists' Quarter. The Festival will also supply power up to 1kw, free of charge. The Artist to supply all display lighting and extension cables. Please note that all electrical equipment you bring must display up-to-date PAT certification.

19. Dogs/pets – With the exception of guide dogs, STRICTLY no animals are allowed in the festival, or on the campsite.

20. Smoking - Due to the smoking ban The Artist must be aware that it is illegal to smoke in any public space that is enclosed or undercover.

21. Artists' Quarter camping - There will be no access into or out of the back of the Artists' Quarter camping from Wednesday 14th July- Sunday 18th July, except in an emergency. This gate will be kept locked at all times.

22. Agreement – The Artist agrees to abide by the above clauses 1-21 and indemnify The Festival and its designated employees against any claim, loss or liability arising from a breach of the above clauses/regulations.

These terms and conditions are governed by the laws of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction over disputes arising out of it.

I am over 18 and have read and agree (if my application is accepted), to abide and be legally bound by the Conditions of Trading

..... Signature Print name

Please return to Larmer Tree Festival, PO Box 1790, Salisbury, Wilts, SP5 5WA

Enclosing: A copy of your **Public Liability Insurance Certificate*** (minimum cover £2m)
 Your **cheque** (payable to **J & J Events Ltd**)

** If your PLI is due to be renewed before the festival, please send existing copy and send copy of new certificate when available. If you belong to the National Market Traders Federation a copy of both sides of your membership card is required.*

Please retain your copy of the above Conditions of Trading for reference prior to and during the festival.

CONDITIONS OF TRADING

Larmer Tree Festival, 14th-18th July 2010

The Artists' Quarter- ARTISTS COPY PLEASE RETAIN

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