



Larmer Tree Festival

Dear Stallholder

Global Bazaar Trading – The Larmer Tree Festival – 14th-18th July 2010

Thank you for expressing an interest in Global Bazaar (non-food) trading in The Village 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 - a space for craftspeople who make all of their own stock - will return. Any trader interested in being part of this should see the Artists' Quarter Application Pack on our website.

There will be a Trader Liaison person again this year that will deal with trader issues throughout the festival. Continuing on from last year all traders will be issued a traders' wristband that will distinguish you from the public and also allow you access to the crew showers. And some more good news... we're holding the costs of the pitches so they will be same as the 2009 prices!

There are *two* Trading options:

FULL FOR 2010 - Perimeter Traders – ~~These Traders will be positioned around the perimeter of The Village. You will pay £49 per foot of frontage with a maximum of 40ft depth. Perimeter Traders are able to keep their vehicle within this space.~~

Island Traders – These Traders will be positioned in the centre of The Village area. You will pay £37 per foot of frontage with a maximum depth of 10ft and a maximum of 1Kw of power. Due to limited space, Island Traders **will not** be able to keep their vehicle by their stall. The Festival will provide a separate area for Traders' vehicles and camping near to The Village.

If you have any queries regarding this system, please call us and we will be happy to explain further.

Included in this pack is an Application Form that contains our Conditions of Trading, and lists all trading restrictions for 2010, please take note of restricted items. All applications can only be accepted if accompanied by full payment (non refundable, if accepted) and a copy of your current **Public Liability Insurance Certificate** for £3,000,000 (minimum). If your policy expires before 13th July, please still send us a copy, and ensure you send the updated copy as soon as possible.

On application, a stall selection process will be undertaken to ensure a balanced range of goods from a variety of countries. If your application is accepted, you will be notified after your cheque has cleared and allocated a queue number. Queue numbers are determined by the order in which we receive successful application forms (with full payment). If your application is unsuccessful you will be notified and your cheque returned.

All Traders must arrive on Tuesday 13th July. Traders are permitted into The Village in strict queue order, for example Numbers 1-10 will be allowed onto the site between 9.00am-9.45am (approximately), and so on.

Although we always try hard to be as prepared as possible for bad weather, 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.

Finally, to make it easier for you to buy extra tickets for family and helpers arriving with you, they can be ordered on application. You will find the space to order the extra tickets in the table at the bottom of Page 3.

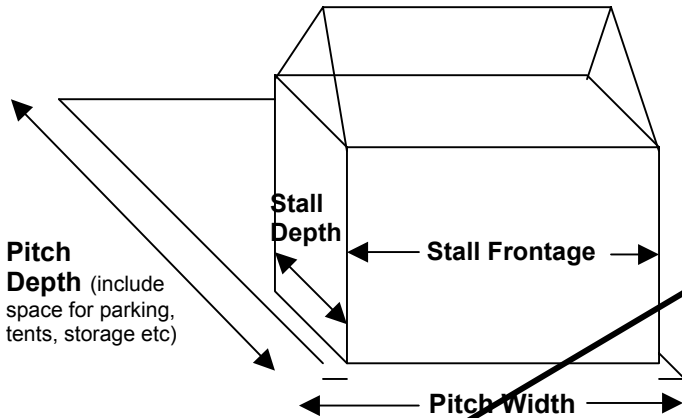
Yours sincerely

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

Select Perimeter or Island

Please ensure measurements are accurate.

Perimeter Traders – FULL FOR 2010



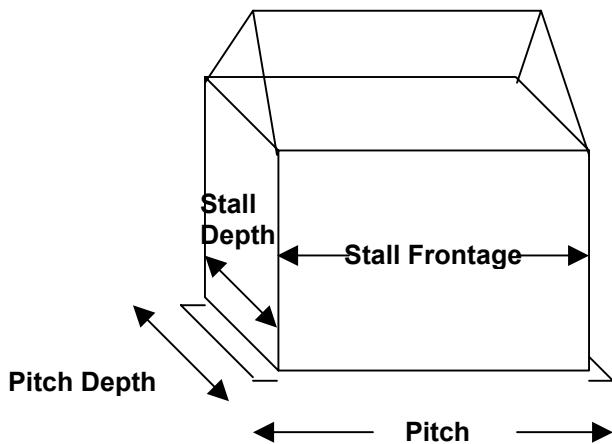
Stall sizes	
Pitch Width (min 10 ft)	ft
Pitch Depth (max 40 ft)	ft
Stall Frontage	ft
Stall Depth	ft

Total Pitch Width ft x £49 = £.....

Additional Electricity £.....
(1kw free, 2kw £50, 3kw £75, 4kw £100)

Vehicles (Please keep to a minimum)			
	Type and Number of Vehicles eg car, van, truck, caravan, campervan	Length	Purpose e.g. stock, sleeping
Vehicles parked on pitch (cannot be removed during festival)			
Extra vehicles (that don't need to be parked at stall)			

Island Traders



Stall sizes	
Pitch Width (min 10 ft)	ft
Pitch Depth	10 ft max.
Stall Frontage	ft
Stall Depth	10 ft max.

Total Pitch Width ft x £37 = £.....

Electricity 1kw £FREE

Vehicles (Please keep to a minimum)			
	Type and Number of Vehicles eg car, van, truck, caravan, campervan	Length	Purpose e.g. stock, sleeping
Vehicles (NB Vehicles may not be kept behind stall)			
		Quantity	£
Total price of pitch		-	£
Additional Electricity Required (see above)		-	£
Number of trader wristbands required Max. of 1 wristband per 5ft frontage (incl. in price)			n/a
* Complimentary youth (age 11-17) wristband			n/a
* Complimentary child (age 5-10) wristband			n/a
Child 0-4yrs (no wristband required but please state number)			n/a
Number of extra trader passes to buy:	Adult £184 x		£
NB These people <u>must</u> arrive with you on Tuesday	Youth (11-17yrs) £152 x		£
	Child (5-10yrs) £124 x		£
TOTAL OF CHEQUE payable to J & J Events Ltd (Banked UPON acceptance & non-refundable if application is accepted)		-	£

* This offer is open to the traders' children only. Children must arrive with the trader on Tuesday.
Maximum of 3 children/youths allowed.

CONDITIONS OF TRADING

Larmer Tree Festival 14th-18th July 2010

J & J Events Ltd (hereafter known as The Festival) grants The Trader (hereafter known as The Trader) licence to trade 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 Trader and any of their possessions from the festival grounds without compensation or refund of the Licence fee.

- 1. Cost of pitch** – All rent due must be paid with the application form (non-refundable).
- 2. Stall Size** – The Trader shall not extend more than 5ft from the front of their stall, with clothes rails etc, as this is unfair on other traders.
- 3. Goods Sold** – The Trader must only sell 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. Staffing of stall** - For every 5ft frontage booked, one wristband is available. Wristbands (**which are not under any circumstances interchangeable**) will be issued on arrival. The festival always sells out; therefore any extra persons must purchase tickets with this application. You may not sub-contract any part of your stall.
- 5. Children** – Whilst on site, The Trader is responsible for the safety and behaviour of children in their charge at all times. Any damage to the site caused by the children is to be paid for before leaving the festival.
- 6. Insurance** – The Trader will not be permitted on site if The Festival has not received a copy of The Trader's Public Liability Insurance certificate for £3,000,000 (minimum) in advance. If the policy expires between the date of your application and the date of the festival, please send existing copy and a copy of the new policy as soon as available.
- 7. Vehicles** – Please note that Island Traders cannot keep their vehicle behind the stall. There will be no vehicle movement within the festival site from 10.00am on Wednesday 14th until midnight on Sunday 18th July. **There is a 10mph speed limit on site at all times.**
- 8. Trading Restrictions** – The Trader 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 barbeques 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 Trader.
- 9. Allocation of Space** – Pitches will be allocated on arrival (queue number/setting up time will be advised on acceptance of application). Pitch Numbers must be displayed on the stall at all times.
- 10. Setting up times** – Stalls will be set up from 9.00am-3.00pm on Tuesday 13th July only. The Trader will be allowed onto the site in strict Queue Number order, and can make their choice from the space available. (NB if The Trader is not available when their number is called, the next number will be admitted.)
- 11. 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.
- 12. Breakdown times** – The Trader, their vehicles, equipment and merchandise, MUST vacate the site by 5pm Monday 19th July. There can be no vehicle movement until midnight on Sunday 18th July. Any vehicle movement is by arrangement with Security.
- 13. Access to your stall** – Please note that in adverse weather conditions vehicular access may be restricted.
- 14. Trading times** – The trading area will be open to the public from 3.00pm Wednesday 14th and 8.00am on Thursday 16th–Sunday 18th July. The Trader must be set up to trade by 12.00pm on Wednesday 14th July. This is so The Trader's premises are ready and available for inspection by the appointed employees of the Larmer Tree Festival and the appointed officers of the local authority and fire and police services.

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

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

17. Recycling and rubbish – The Trader must use the recycling facilities available. All recyclable and non-recyclable waste is to be separated. All cardboard is to be broken down into manageable sizes.

18. Security – The Festival employ a professional 24-hour security company, but traders are responsible for the safety and security of their stock, vehicles and pitch, and The Festival accepts no responsibility for any loss or damage to traders' equipment, merchandise, vehicles or personal belongings.

19. Noise – The Festival reserves the right to reduce or curtail any excess noise created by The Trader if it is deemed to be affecting other traders or festival activities. PA systems are not allowed on any stall.

20. Power – No generators or LPG gas appliances may be used. The Festival will supply 1Kw of power, free of charge. For extra charges see Application Form. Please note that Island Traders may have a maximum of 1Kw power. Please note that all electrical equipment you bring must display up-to-date PAT certification.

21. Fire – The Trader must supply a 5kg dry powder fire extinguisher in case of fire.

22. Equipment – Tables, chairs and stall equipment are NOT supplied by The Festival.

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

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

25. Agreement – The Trader agrees to abide by the above clauses 1-24 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 £3m)
 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.

TRADER'S COPY – PLEASE RETAIN

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