

## Non Commercial Traders

("Non Commercial Traders" includes any stallholders that are charities, companies limited by guarantee, C I C's or campaigners.)

## INFORMATION, TERMS & CONDITIONS

### A. STALL FEES & APPLICATION PROCESS:

Pitches are applied for on this form and on the 31st January we assess the applications and within a few days we send out offers (or approvals) to successful applicants.

Only online applications will be accepted, printed forms with hand written answers will not be processed.

We fund the festival on a non-profit basis from stall revenues and take payment in two stages:

1) A pitch fee - to be paid electronically within 10 days of you hopefully receiving pitch approval. (If you do not have access to electronic banking or you will be out of contact at the start of February when pitch offers will be notified, it is possible to pay the pitch fee by cheque which should be posted to us when submitting this form. The cheque will not be cashed until your pitch request is hopefully agreed) Your pitch is not deemed to have been confirmed until we have receipt of your payment. If payment is not received within 14 days of you receiving your pitch offer then your pitch will be offered to the next on the list

2) 10% of your gross trading takings - preferably to be paid at the close of the festival on 18th June or immediately after; this figure is 12% for Food and/or Drink stalls. Failure to pay by 31st July will jeopardise any future application. Please note that this percentage does not include any donations made directly to your charity or organisation without anything physical given in return - they are free from all Leamington Peace Festival fees.

### B. PITCH FEE RATES:

Non Commercial Standard £55

up to 4.6m (frontage) x 4.6m (15ft x 15ft)

Non Commercial Large £75

upto 6.2m (frontage) x 6.2m (20ft x 20ft)

Pitches larger than 6.2m x 6.2m are available on a custom basis at a rate of £75 for the initial 6.2m x 6.2m + £2/sqm there over -please indicate required size in the section 2, "custom pitch" section of this form.

• Information that you will require to make payments to us are included in section 2, "payment method" of this form.

• Pitch size includes any camping/vehicle space you require. It is your responsibility to ensure that your stall, vehicle, guy ropes and any other equipment fit within the space you have booked. If you don't book the right space you will be charged an additional £50 for any alteration we have to make to accommodate you. Increasing your booked pitch size after January 31st may not be possible.

• Sending in an application form is no guarantee of a pitch. No spaces will be allocated until after January 31st.

• Applicants wishing to have 2 or more stalls please detail your main stall in section 2, "Pitch Size Required" and then detail additional stalls in section 2, "Additional Information". Please enter total cost of all stalls in section 2, "Total Amount Paid to Festival".

• Successful applicants will be sent notification at the start of February including their pitch number, a request for their pitch fee and (if applicable) programme advertising fee (unless they have paid by cheque) and a vehicle pass which must be shown on arrival. Once your payment has been received (or cheque cashed) we will email you a receipt within a few days.

### C. TRADING POLICY:

Priority is given to stallholders who:

- Sell Organic/certified fair trade products
- Use local craftspeople and businesses
- Use renewable energy sources when possible
- Promote recycling/re-using of resource

We operate a strict vegetarian policy. No meat or fish to be sold on site.

No alcoholic drinks to be sold with the intention of being consumed on site.

We will not consider traders selling toy weapons, products with excessive packaging or made from coral, unsustainable tropical hardwoods or non-renewable resources.

All goods for sale and services on offer must comply with the Festival's ethical and fair-trade policies and UK Law.

### D. SITE & STALLS information & conditions:

• The festival opens to the public 11am–7pm on Sat 17th June and 11am–6pm on Sun 18th June.

Traders may set up from 9am–8pm on Friday 16th, or from 7:30am–10:30am on the Saturday. All Trader's must have left site by 10am Monday 19th June.

- Stallholders that were at the 2016 Festival please give us your constructive comments on that festival and your pitch in section 2, "2016 Stallholders please comment on that festival". Whilst we aim to try and accommodate stallholders wishes and requests this is obviously not always possible.
  - The site plan is drawn up in advance and published in the programme and on our website.
  - Do NOT pitch your stall without being shown to your pitch.
  - Your allocated location is NOT NEGOTIABLE.
  - Non Commercial Stallholders only may hire upto 2 folding tables free of charge. These are approx' 6ft x 2 ft and must be collected from the information caravan each morning and returned there each evening. Please complete the table request section on the form below.
  - The Festival site is an un-fenced public park, in the town centre and open to the public day and night.
  - Security is your responsibility ~ thefts from stalls do happen. We do not have any site security for stallholders for the entire duration of their time on site.
  - Stallholders are required to have public liability insurance ~ our policy doesn't cover you. Please email a scanned (jpg or pdf) copy of your insurance certificate to LPF-PLI@garthwaite.co.uk at the same time that you submit this application and tick the box in section 2, "Public Liability Insurance". . If your certificate runs out prior to the date of the festival please attach your current certificate and then forward to us your new certificate at least 14 days prior to the festival.
  - Stallholders who sell Drink and/or Food must, by English Law, be legally registered with their local food authority at least 28 days prior to trading. If you need help with this please follow this link:  
[https://www.warwickdc.gov.uk/info/20025/food\\_related\\_licences](https://www.warwickdc.gov.uk/info/20025/food_related_licences)
- We accept no responsibility for stallholders being forced to stop trading by the local council due to having no licence.
- No alcoholic drinks to be sold with the intention of being consumed on site. Traders wishing to sell alcoholic drinks for obvious consumption off site (e.g. presentation wines, boxed bottles, etc.) must have their own appropriate licence a copy of which must be forwarded to ourselves to arrive no later than 30 days prior to the festival.
  - Please be aware that the Pump Room Gardens are a restricted drinking area. The Street Marshals or Police have the power to remove alcohol from anyone they consider is behaving in an anti-social manner.
  - No power is provided for stalls. Do not bring generators unless absolutely necessary and if so you must contact us by email supplying reasons for, size and noise levels of the equipment when you submit this form otherwise they will NOT be allowed on the day.
  - All dogs must be kept on leads.
  - No fires, barbecues or Chinese Lanterns are allowed in accordance with the council regulations.
  - No loud music or stall based PA systems are allowed at anytime as they will compete with the bands/talks on stage during the festival and otherwise the gardens are located in a residential area. Stall based music is permitted if played at a level that does not disturb neighbouring traders.
  - We only provide one vehicle pass per pitch, do not park on the roads/pathways within the park ~ the size of your pitch must include the size of your vehicle if kept onsite. There is a small service road where traders may unload goods but this is STRICTLY a "pull up - off-load beside the vehicle - drive off instantly" facility. There is no facility for parking on site other than your one permitted vehicle.
  - Vehicles kept at trader's stalls may not be driven anywhere on site for the entirety of the festival "open to the public" hours and 30 minutes both before and after these times to allow the public to clear the site. (The earliest that traders may leave the site on the Sunday evening is therefore 6:30pm).
  - We have no staff to clean the park after the event and our obligation to the local council is for us to leave the park as we found it ~ free from litter, materials and damage. We ask traders to PLEASE help with this small but essential task by tidying your pitch before leaving ~ please pick up & recycle your litter.
  - No Flypitchers ~ The terms of our licence do not allow for casual trading. No leaflet distribution, "touting" for business or charity collections outside of your stall area. People who are not festival registered traders and who attempt to hand out leaflets or otherwise benefit from our festival are always immediately removed from the park. Both of these practices are unfair to our other traders. Please advise our stewards if you see these disallowed practices on the days of the event.
  - Stallholders must comply with the Festival Health & Safety policy and follow instructions given by members of the Festival Committee, the Council & any emergency services for the duration of the Festival.

#### **E. ADVERTISING IN FREE PROGRAMME:**

- The Festival produces a colour printed programme prior to the festival which is distributed to all stallholders; all visitors to the festival; tourist information; local businesses, shops, schools, etc and many other organisations and individuals. It is a free programme and examples of the last couple of year's programmes can be seen on our website. Stallholders may pay to advertise in this year's programme and the choices and costs are detailed in section 2, "Advertising in Free Programme". Stallholders provide their own artwork and the deadline for copy is 12th May 2017. Stallholders wishing to advertise in the 2017 programme should book their spot by ticking the relevant box in the question mentioned above and adding the cost to their payment for their pitch fee and detailing this in section 2, "Total Paid to Festival, with breakdown".

#### **F. WORKSHOP/TALKS:**

- We encourage stall-holders to lead workshops or give talks to the public. Please contact us with details as a stall discount may be provided.
- Throughout the festival there is the opportunity for campaigners to give 3 minute talks on the theme of peace. If you would like to deliver a talk please contact us.

#### **G. CONTACT US:**

We look forward to receiving your booking, and hopefully seeing you in June.

If you have any queries please email the relevant address:

Stall Queries: LPFstalls@garthwaite.co.uk  
Programme Queries: programmes@peacefestival.org.uk  
General Queries: info@peacefestival.org.uk  
Public Liability Ins': LPF-PLI@garthwaite.co.uk  
Mail (incl' cheques): PO Box 1686, Leamington Spa, CV31 1WS (Normal mail only - do not use recorded, registered, etc.)  
Website: [www.peacefestival.org.uk](http://www.peacefestival.org.uk)

...remember we are all volunteers so please be patient!