

Leamington Peace Festival 2018

Non - Commercial Traders

("Non - Commercial Traders" includes any stallholders that are charities, companies limited by guarantee, campaigners & CICs)

INFORMATION, TERMS & CONDITIONS

A. STALL FEES & APPLICATION PROCESS:

Pitches are applied for using the form on the website and applicants will be notified by 31st January whether they have been accepted or denied. Payment is then expected within 2 weeks and PLI should be sent within 1 month.

We fund the festival on a non-profit basis from stall revenues and take payment by 2 methods:

A pitch fee - to be paid by BACs or cheque within 14 days of you hopefully receiving pitch approval. 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 may be offered to the next person on the list. If you are unable to make payment within these times then please contact us further.

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 -:

3m x 3m - £40

4.6m x 4.6m - £55

6.2m x 6.2m - £72

- Information that you will require to make payments to us will be sent out when we accept your application.
- 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. Increasing your booked pitch size after January 31st may not be possible.

- Sending in an application form is no guarantee of a pitch and pitch spaces may not be allocated until 1 month before the event.
- Applicants wishing to have more than 1 stall will have to complete 2 application forms when submitting their application.
- Successful applicants will be sent notification by 31st January, a request will then be made for their pitch fee and (if applicable) programme advertising. We will send you a receipt for your payment within a few days of receiving it.

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 16th June and 11am–6pm on Sun 17th June. Traders may set up from 10am–8pm on Friday 15th, or from 7am–10am on the Saturday. All Trader's must have left site by 10am Monday 18th June.
- Stallholders that were at the 2017 Festival please give us your constructive comments on the festival. Whilst we aim to try and accommodate stallholders wishes and requests this is not always possible.
- The site plan is drawn up in advance and published in the programme and on our website.
- When you arrive at site please ask where your stall is, if you are unsure when you get to your pitch about the size/pitch facing direction then please contact a member of the festival team.
- Your allocated location is unable to be changed due to the site plan having to be submitted to the council before the event for the licence.
- Stallholders may hire tables for free, and a maximum of 4 per stall are available. 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 application form.

- 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 LPFstalls@gmail.com. Once your application has been accepted then a copy of your PLI certificate will be required within 1 month. 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 28 days prior to the festival, unless you have agreed another date with ourselves.
- 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

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. However if you do need to bring a generator then please make sure they are environmentally friendly and small. Please could you email the stalls team to let them know that you are planning to bring one so we can place you with others with generators and away from others to keep everyone happy.
- 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. Stall based music is permitted if played at a level that does not disturb neighbouring traders.
- Only 1 vehicle is allowed to stay at each pitch for the festival weekend, if you wish to drop off/pick up any items then please do not block any pathways for access. Once the festival site is open no cars will be allowed to go to stalls to drop items off. The only vehicles allowed onto site will be any performers for the weekend, service vehicles and emergency vehicles.
- Vehicles kept at trader's stalls may not be driven anywhere on site for the entirety of the festival during the hours it is open to the public, anyone who may

wish to leave due to an emergency must contact the information caravan in the middle of the site.

- 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 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 costs are listed on the application form. Please select which option you require when submitting your application. Stallholders provide their own artwork and the deadline for copy is Saturday 5th May 2018. Stallholders wishing to advertise in the 2018 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.

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 -:

Peacefestival5@gmail.com

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@gmail.com

Programme Queries: programmes@peacefestival.org.uk

General Queries: info@peacefestival.org.uk

Public Liability Ins': LPFstalls@gmail.com

Mail (incl' cheques): PO Box 1686, Leamington Spa, CV31 1WS (Normal mail only - do not use recorded, registered, etc.)

Website: www.peacefestival.org.uk

Please remember we are all volunteers so please be patient and we will get back to you as soon as possible.