



# Leamington Peace Festival 2020

## 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 April whether they have been accepted or denied. Payment is then expected within 2 weeks and we need to see PLI 3 months before the event.

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.

#### B. PITCH FEE RATES:

Non - Commercial -:

3m x 3m - £45

4.6m x 4.6m - £60

6.2m x 6.2m - £80

- 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.

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- 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 April, 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:

- Any traders/stall holders who are rude or abusive to festival staff will be black listed from future events and may be asked to leave the festival
- The festival opens to the public 11am–7pm on Sat 13th June and 10am–6pm on Sun 14th June. Traders may set up from 12pm–8pm on Friday 12th, or from 7am–10am on the Saturday. All Trader's must have left site by 10pm Sunday 14<sup>th</sup> June, AFTER THIS TIME THE GATES WILL BE LOCKED TO SITE AND NO TRADER CAN STAY ON SITE SUNDAY NIGHT INTO MONDAY.
- Stallholders that were at the 2019 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 on our website.

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- 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](mailto: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](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.

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- 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.
- This year we want to keep the amount of vehicles to a minimum, priority will be given to disabled badge holders to keep their vehicles in site. If your vehicle is part of your stall then this needs to be included in the size of your stall.
- 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.
  - This year the festival will be plastic free, please if you are a food stall use recyclable packing for food and for stall holders please don't give away plastic bags.



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### E. Site Map and Advertising:

- This year we wont be having a programme, this is due to in the last few years the amount of programmes distributed has decreased. Instead we will have large boards/posters around the site with where stalls are, workshop timetable, peace talks timetable, music line up and site maps at entrances

### 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 -:

[LPFpeacetalks@gmail.com](mailto:LPFpeacetalks@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](mailto:LPFstalls@gmail.com)

Peace Talks & Workshops -: [LPFpeacetalks@gmail.com](mailto:LPFpeacetalks@gmail.com)

Public Liability Ins': [LPFstalls@gmail.com](mailto:LPFstalls@gmail.com)

Mail (incl' cheques): Please contact us for address to send cheques to

Website: [www.peacefestival.org.uk](http://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.**