



TRADERS / CATERERS
INFORMATION AND APPLICATION FORM

Event: Positive Vibration - Festival of Reggae

Date: 8th & 9th June 2018

Location: Baltic Triangle, Liverpool

Trading Hours: Friday: 5pm - 10pm // Saturday: 12pm - 10pm (Times maybe subject to change)

Application Deadline: 1st April 2018

TRADING INFORMATION

TRADING CATEGORIES 2018

Category A - Hot / Cold Food and Meals (including, but not limited to - burgers, pizzas, BBQs, sandwiches, baguettes and crepes).

- Frontage up to 4 metres: £350
- 4-5 metres: £400
- 5-6 metres: £450
- Over 6 metres: please ask

Category B - No hot food (including, but not limited to - coffee, hot/cold drinks, smoothies, juices, sweets and cakes).

- Frontage up to 5 metres: £200
- Over 5 metres: please ask

Category C - Retail (including, but not limited to arts & crafts, clothing and any other non-food items. Massage, healing, charities and other services).

- Frontage up to 3 metres: £80
- 3-4 metres: £120
- 4-5 metres: £160
- 5-6 metres: £200
- Over 6 metres: please ask

Category D – Bar (serving alcohol).

- Please ask

Additional Fee Information:

- *If the items you are trading are not listed in any of the categories, please email the details of your goods/services to info@posvibefest.com to find out the appropriate category for which you should apply.*
- *Information stalls or stalls not trading goods, please email with your proposed details to info@posvibefest.com*

CANCELLATION

Important - Please note that if the festival is cancelled due to poor weather, health and safety issues or any other circumstance outside of the organiser's control, you will be entitled to a 50% refund of your traders' fee. If a separate event is organised in lieu of the festival, traders will be offered a space free of charge on a first come first serve basis.

PAYMENT

Following the deadline of **1st April 2018**, we will contact you to confirm whether or not you have been successful in your application. If you have been successful, you will be required to pay 50% of the pitch fee no later than **15th April 2018**.

The remaining 50% is to be paid no later than **6th May 2018**. If you fail to pay the remaining amount by this date, you will be unable to trade, and will not be entitled to a refund of your deposit.

RIGHT TO REFUSE

Due to the high volume of applications and limited space, **the completion of an application form does not constitute acceptance to trade**. We will contact you to inform you if your application has been successful or not via email following the deadline of **1st April 2018**.

PITCH SIZE

It is imperative that you submit the accurate size of your stall (pitch size must include tow hitch and guy ropes where applicable) on your application or we cannot accept your form.

If the size of your stall is larger than you stated in your application, you may not be able to trade at the festival and you will not be refunded your traders fee.

All pitches are measured and marked prior to your arrival.

INSURANCE & RISK ASSESSMENT

All traders must hold their own public liability insurance, product liability insurance and employer's' liability insurance where appropriate.

All traders are also required to have carried out a full risk assessment of the potential hazards associated with their particular activity.

Copies of these documents must be submitted with your application form.

PRICING OF GOODS AND SERVICES

We request that all vendors, especially those selling food, keep prices reasonable. Positive Vibration is an event that is attended by many people from a variety of backgrounds.

ALCOHOL

The selling of alcohol by traders is not permitted, **unless it has been approved by Positive Vibration beforehand**. Any traders found to be selling alcohol will be removed from the festival site and will not receive a refund of their fees.

TRADING CATEGORIES

Traders must only sell goods and services that are in the category to which they applied. Traders who are found to be in violation of this policy will be either required to pay an additional fee or may be required to cease trading and leave the site, depending on circumstances.

SET-UP AND SUPPLIES

All traders at Positive Vibration will be required to provide their own self-contained unit, tent, marquee, gazebo or stall cover and **ensure it is a sturdy structure and will stand up to adverse weather conditions**. Please be aware that the festival will take place on hard ground/concrete, so please ensure that any structure is suitably weighed down.

Traders must also provide any equipment, tables, chairs and lighting they may need. Please note that there will be access to water on-site, but traders will need to bring their own water containers.

Please supply any photos, drawings, plans or other information to support your application.

ARRIVAL

The festival management team will be on site early on **Friday 8th June 2018**, and will direct you to your allocated space upon arrival. Many factors are considered in the positioning of your stall and your allocated pitch is final. Set up times are between 9.00am and 1pm on **Friday 8th June 2018** (subject to change). ALL traders must be ready to trade from 5pm and no vehicles are permitted to move on or off site after 4pm.

A reminder email with details will be sent to all traders nearer to the festival, but please keep a copy of the application form and terms and conditions for your reference.

MISCONDUCT

Any trader who is rude, abusive or who conducts themselves in an inappropriate manner to any member of the Positive Vibration team will be asked to leave the site immediately and no refund will be given.

SECURITY

Overnight security will be provided at the festival site.

Positive Vibration will not be liable for any loss or damage to any trader's property, products or possessions.

ELECTRICITY

Electricity must be ordered on your application form. The cost of the power you require should be factored into your 50% deposit.

ENQUIRIES & CONTACT DETAILS

All trading enquiries should be directed to info@posvibest.com

FIRE & SAFETY

All electrical equipment must be in good condition and correct storage procedures adhered to.

You will need to supply your own fire extinguishers and fire blankets.

Traders must have current PAT certificates on hand at the festival ready for inspection by a Health & Safety Officer.

Gas powered appliances and correct storage procedures must be adhered to and all relevant documentation and fire extinguishers must be available for inspection on site by the Health and safety officer.

WASTE DISPOSAL

Traders are expected to keep their surrounding area clean throughout the duration of the festival and have black bin bags on their stall. Bins will be provided across the site and will be easily accessible to traders.

ENVIRONMENTAL HEALTH & TRADING STANDARDS

Traders are expected to fully comply with current Health & Safety and Environmental Health legislation and adhere to Liverpool City Council's Trading Standards. Stalls will be inspected during the weekend by EHO and any that fail to comply with relevant legislation may be shut down and will not be given a refund of fees.

Traders are required to co-operate with site managers, security, emergency services and organisers of the festival.

AUTHORISED VEHICLES

There must be no movement of vehicles on-site once the festival has opened. If you need a refrigerated vehicle on-site you must notify us well in advance of the festival to determine any power/siting requirements and an appropriate charge will be levied.

For the avoidance of doubt, please note there is no parking of vehicles on the festival site. Please contact the organiser for information on nearby car parks.

SUB-LETTING

There will be no sub-letting of stalls under any circumstances. If a trader who has not gone through the official application process is found to be selling goods or services at the festival, they will be removed immediately. No refunds of the trader's fees will be offered.

WITHDRAWAL FROM FESTIVAL

If you wish to withdraw from trading at Positive Vibration after a successful application and have paid your deposit, you will be refunded half of the deposit if notice is given prior to **6th May 2018**. If you provide notice after **6th May 2018**, you will not be entitled to a refund.

Please note that this policy applies regardless of the reason for withdrawal.

SITE DEPARTURE

At the end of the festival you must ensure your pitch is left exactly as it was when you arrived – clean and free of any waste.

Food waste is not to be emptied onto the floor. This must be taken away with you and any rubbish put into the bins provided or taken away.

If you are happy with the information given and you agree to commit to trade for the whole weekend, then please complete the application form **on the next page**.

POSITIVE VIBRATION TRADERS APPLICATION FORM

This form must be received by Positive Vibration no later than 5pm on **1st April 2018**.

If you have not already done so, please read our terms and conditions set out above before completing this form. By submitting this application, you are agreeing to the festival's terms and conditions.

TRADING NAME	
YOUR FULL NAME	
POSTAL ADDRESS	
POST CODE	
EMAIL ADDRESS	
TELEPHONE NUMBER	
WEBSITE / SOCIAL MEDIA LINKS	
FULL DESCRIPTION OF GOODS TO BE SOLD / SERVICES TO BE PROVIDED (please attach sample menu if catering)	

QUESTIONS

1. Will you be selling food for immediate consumption? Yes/No
2. Will you be preparing food at your stall? Yes/No
3. What level Food Hygiene certificate do you have?
4. Which Environmental Health Office are you registered with?
5. Has your unit been inspected by EHO and been given a rating? Yes/No. If yes, what is your Rating?

Note: Mobile caterers must comply with all relevant legal requirements and would be expected to operate in accordance with the standards specified in *The Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering*. The guidance can be downloaded for free at: www.cieh.org/policy/guidance_outdoor_mobile_catering.html

6. Please select the category which best describes your stall:

CATERER	
RETAIL	
ARTS & CRAFTS	
CHARITY	
CONFECTIONARY	
HOLISTIC	
OTHER (please provide details)	

7. Please confirm the size of your stall / truck in metres (please include tow hitch if relevant and guy ropes)

WIDTH (frontage)	[] METRES
DEPTH	[] METRES

8. Do you require electricity / power? Yes/No

If so, please confirm how much you require - 16 amp, 32 amp, etc.

The costs are and additional £30 for 16amp and £50 for 32 amp. Please ensure this is factored into your deposit.

Note: Please ensure you order a sufficient supply of power for the appliances you will be using. We may not be able to give you more based on the size of generators on-site. On-site surcharges and fines will be levied and at double the normal rate if we do have to give you extra power because either you are tested to be using more or you have failed to order the correct supply to meet your needs. We will provide power only, you must ensure you have all the adapters and extensions you will need as we do not have these on site and you may find you will be unable to trade.

No generators will be permitted on site.

PAYMENT

Following the deadline of **1st April 2018**, we will contact you to confirm whether or not you have been successful in your application. If you have been successful, you will be required to pay a 50% deposit no later than **15th April 2018**. This is to secure your pitch. If you fail to pay the deposit by this date, you will be unable to trade. Please ensure any electricity / power requirements are factored into your deposit.

The remaining 50% is to be paid no later than **6th May 2018**. If you fail to pay the remaining amount by this date, you will be unable to trade, and will not be entitled to a refund of your deposit.

Payment is to be made by BACS to:

- **Bank Name:** Barclays Bank Plc
- **Account name:** Rebel Soul Enterprises CIC
- **Account Number:** 53760693
- **Sort Code:** 20-51-01

Please set out your trading name in the payment reference, so we can easily identify your payment.

CHECKLIST

Do not send this form unless you are able to include all the required information.

1. Fully completed application form
2. Risk assessment form
3. Current Liability Insurance
4. EHO certificates (if applicable)
5. Additional supporting materials (if applicable) - certificates, menus, photos, etc.

I / We officially apply to trade at Positive Vibration - Festival of Reggae 2018 and have read and agree to comply with the Terms and Conditions of the festival.

Signed:

Print Name:

Date:

Email completed form to: info@posvibefest.com