



# Trader's information pack

## How to book a pitch

- Read the terms and conditions for traders on the next pages
- Complete the application form and risk assessment form (at the end of this document)
- Enclose a deposit cheque of £20 made out to “Maindee Festival Association”
- Post your application form + risk assessment + £20 deposit cheque to:  
**Maindee Festival Trading, c/o Community Regeneration, Exchange House, High Street, Newport NP20 1AA.**
- If you want more than one stall, please complete an application form and send a £20 deposit cheque for each stall.
- When we have received your application we will contact you to confirm your booking and ask for the balance of the pitch cost or, if we cannot book your pitch for any reason, we will return your deposit cheque.
- **Full payment** (+ £50 litter bond for food traders) for stalls must be submitted two weeks before the event.
- If you have any questions about your application e:mail [jane.baldwin@charterhousing.co.uk](mailto:jane.baldwin@charterhousing.co.uk)

## What will you be charged?

Pitch costs are based on the type of organisation you are (charity, small information gazebo, commercial food trader etc) and the size of your pitch (the width in metres). We use the table below to work out what you have to pay us. For example, a small non-profit organisation selling non-food goods on a 2m wide table is charged £20. Commercial food traders are typically charged £125 + a £50 returnable litter bond.

| Type     | Description of stall  | Cost                            |
|----------|---|---------------------------------|
| <b>A</b> | Small local non-profit making organisation, information only <b>or</b> items made by trader (not “bought in” goods ) <b>or</b> trading small items off a table or rug | £10 a metre                     |
| <b>B</b> | General goods, or mix of handmade and bought in (not food or drink)   | £15 a metre                     |
| <b>C</b> | Large non-profit or revenue funded organisation (not food or drink)   | £20 a metre                     |
| <b>D</b> | Small local food / drink trader   | £20 a metre + £50 litter bond   |
| <b>E</b> | Commercial event food / drink trader  | £125 flat fee + £50 litter bond |

## Traders terms and conditions

**Pitch location:** We want you to have a good trading day and try to make sure that you have an excellent location for the type of goods you are selling. On arrival you will be shown to your pitch. By prior arrangement only, large traders can contact us to visit the site in advance. If space is tight, we give preference to traders who book up early.

**Litter bonds.** Food traders must pay an additional £50 litter bond which will be returned at the end of the trading period if: only bio-degradable containers, wrappers, plates, cups and wooden cutlery are used; the area to 5 metres in front of your pitch is routinely cleared of litter during the event and no trader waste is left on the pitch site after the event.

**Traders must only sell goods specified in their application.** Stalls are priced on the basis of the products that the trader states they are going to sell.

**Traders must have finished their set up and be ready to trade by 11.30am** Traders can enter the site from 9.00am.

**Sound systems in stalls** are not permitted

**Bottled Gas.** All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed.

**Electricity is not typically provided.** All kit you bring onto on site must have been tested and have a current safety certificate. Silenced diesel gennies are OK. Contact us in advance about power needs.

**Waste water must be put into containers and taken away or disposed of in drains** and not poured on the ground. The digging of sumps is prohibited. The Environmental Health Officer will check to see how traders dispose of waste water/liquid.

**Traders must comply with the Health, Safety and Hygiene requirements** of Newport City Council. Traders are not permitted to start trading until they have been given the go ahead by the Traders Manager. Environmental Health and Trading Standards Officers will be on site – You are warned – all counterfeit / illegal goods will be seized.

**Items not permitted on stalls:** Helium, Black Henna, Glass (expect small glass ornaments and glass jewellery etc), body piercing equipment, lasers, fireworks and weapons or potential weapons are not permitted on site and will be confiscated.

**All vehicles are brought on site at their owners' risk, and must be suitably insured.** The Festival cannot accept any responsibility for any loss or damage that may occur during the festival or set up and take down period.

**All tea, coffee and drinking chocolate sold at the Festival must be Fairtrade.**

**Employers' Liability and Public Liability Insurance** must be on display in stalls at all times. Likewise traders are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured.

**No rebates will be given** to traders as a result of adverse weather conditions, nor as a result of changes in performance programmes within the Festival. The Festival will not accept responsibility for the level of trading during the event.

**Traders are required to comply with the terms of the premises licence.** A copy of the Festival licence will be held at the Main Festival Office. If a trader is closed down and / or evicted from site for contravening the licence, any of these terms and conditions or prescribed environment health standards, they shall not be entitled to any rebate.

# Trader Application Form

Trading Name :

Contact Name :

Address (including postcode) :

Telephone:

Mobile:

Email:

Website:

**Merchandise** (give a short, detailed description. Food and drink traders must attach full menu and prices) :

Metres frontage :

Please tick which best describes your stall category:

Charity

Voluntary

Small Company

Large Company

Do you require the hire of a table(s) Yes/No

If yes how many

Draw a simple diagram, with measurements, of your stall pitch below, including set up behind stall. Remember to include all guy ropes, gas bottles, signs etc:



This arrow shows the front of your pitch

I agree to abide by the terms and conditions. **Sign here:**

# Risk Assessment Form

**This form must be completed, or your own risk assessment must be enclosed**

Please consider what risk there may be to those on site prior, during and after the festival. If in your opinion there is no risk please print NO RISK and sign below. You must complete the fire risk section.

PLEASE CONSIDER ALL POSSIBLE RISKS FROM YOUR STALL/STAND/ACTIVITY:

Slipping/tripping (e.g. guy ropes, pegs), moving parts of machinery, Vehicle fumes/fuel spillages, electricity/generators, gas cylinders, hot water, boilers/ovens/hobs, sharp knives, display boards/ racks/cabinets, sharp edges, table coverings, hot foods, fire risk (e.g. rubbish/ flammable substances), chemicals.

| HAZARD       | PERSONS AT RISK | CONTROLS TO MINIMISE RISK |
|--------------|-----------------|---------------------------|
|              |                 |                           |
| FIRE HAZARDS | PERSONS AT RISK | CONTROLS TO MINIMISE RISK |
|              |                 |                           |

**Responsible person to sign:**

**Their name (print):**

**Their mobile telephone number:**