



BEDFORD
BOROUGH COUNCIL

Bedford International Kite Festival 2011

Saturday 4th June & Sunday 5th June

Event Trade Pack

Bedford International Kite Festival - 4th & 5th June 2011

Following the success of the International Kite Festivals the event will once again take place again in Russell Park over the weekend of the 4th & 5th June 2011.

As in previous festivals the event will showcase kites from the four corners of the globe including America, Canada, Japan, China, Germany, France Holland and Belgium as well as flyers from across the UK. The International guests will also participate in and run a number of workshops in local schools and community groups prior to the event. The programme throughout the weekend will feature kites never seen before in the UK and children's and adults workshops in the kite marquee.

The festival has the unique ability to engage and enable all ages to take part; anyone can fly a kite. A special arena for members of the public to fly their own or made in the workshop kites will also be onsite. Based on the 2010 attendance, we expect approximately 30,000 spectators to attend over the weekend.

Alongside the various demonstrations in the arena will be a whole host of other attractions, food and drink, entertainment, music and kite stalls specialising in kite equipment, clothes and other accessories. Opening times for the festival are from 10am both days to 6pm on Saturday and a 5pm on Sunday.

Submission of this application form to trade does not guarantee inclusion in the festival. Applications are judged and considered on the balance of trade, catering, charity, funfair other rides, shows and attractions, this is to ensure fairness, avoid duplication and create an interesting and varied festival for the public.

If you need any further information at this point please do not hesitate to contact me on the number below.

We look forward to hearing from you and receiving your application. Should you require any additional information, please do not hesitate to contact the Events Team on **01234 221955**.

Please return all applications and correspondence to:

✉ **Events & Marketing Team**
Kite Festival 2011
Economic Development
6th Floor
Borough Hall
Cauldwell Street
Bedford MK42 9AP

🌐 www.bedfordevents.co.uk

@ events@bedford.gov.uk



Guidelines for making an Application

To assist you with your application, we offer you the following step by step guide:

READ ALL THE ENCLOSED INFORMATION CAREFULLY.

Complete the Festival trading application form fully and ensure that it is signed.

Ensure that the contact name on the application form is that of the individual who, if successful, will enter into a contract with Bedford Borough Council (i.e. the person who signs the Contract/Terms & Conditions) and who will personally be in attendance during the Bedford International Kite Festival 2011.

Read the Terms and Conditions, which contain important information which will affect your application, then complete the Terms and Conditions Acceptance Sheet. Please note that this is your contract with Bedford Borough Council. Ensure that the application form is returned with the Terms and Conditions Acceptance Sheet, a photograph of the unit you will be bringing to the Festival (if appropriate), a copy of your public liability insurance and any further information you wish to submit in support of your application. (If you will be erecting a marquee, or infrastructure such as inflatables, a copy of the safety certificate, method statement, manufacturers guidelines and a risk assessment must be included with your application). **SEND NO SITE FEES AT THIS STAGE.**

Applications may only be made for the entire duration of the Festival. It is not possible to apply for space for one day only. Applicants must allow sufficient space to accommodate guy ropes, pegs, towing brackets and other over-hangs within the pitch, please read terms and conditions.

Deadlines and Application Information

All applications will be assessed and the successful applicants will be allocated a trading site and notified. Some applicants may be put on a reserve list and contacted at a later date.

Successful applicants will be advised in writing of their pitch and location and will be required to return the site fee and damage deposit at that time along with completed terms and conditions, insurance and signed trading application form. Traders not returning payment at that time will be invoiced. All payments and invoices must be paid by 20th May 2011. Any traders who have not sent payment by this time will have their pitch resold.



Trade Information

Pitch Prices

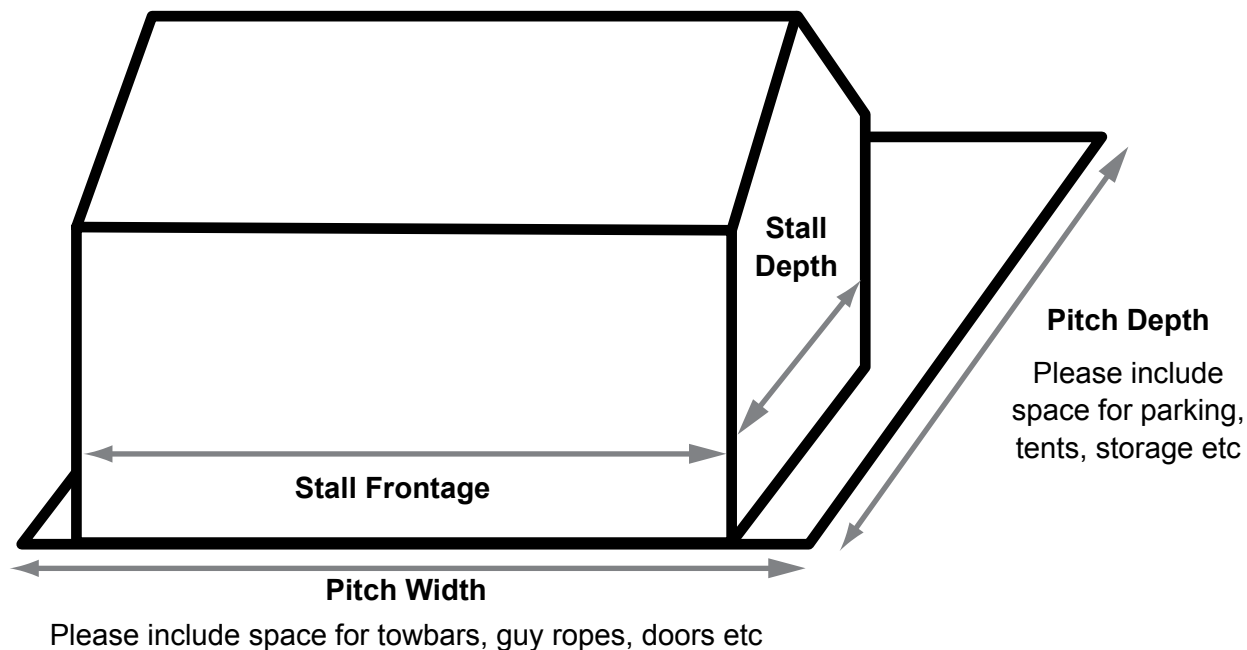
All prices are for pitch space on both Saturday 4th and Sunday 5th June. Prices quoted are for the trading frontage of each stall and are based on a maximum depth of 5 metres. Prices for space greater than 5 metres depth and/or 10 metres frontage should be discussed with the Event Manager.

A £100 bond is payable by all successful applicants to ensure that the Terms and Conditions of the event are adhered to. The bond will be refunded to you as soon as is practicably possible after the event normally within 28 days of the event.

Trade / Commercial	
2 metre pitch	£175
3 metre pitch	£210
4 metre pitch	£250
5 metre pitch	£275
6 metre pitch	£290
7 metre pitch	£335
8 metre pitch	£375
9 metre pitch	£415
10 metre pitch	£445

Charity	
3 metre pitch	£105
4 metre pitch	£135
5 metre pitch	£160

Face Painters and similar activities	
3 metre pitch	£100



These measurements MUST be accurate as they determine where you are placed on the site.

Charitable Pitches

Listed above are the discounted prices for charities, voluntary groups and organisations who wish to attend the Festival. Pitches from 2m - 5m in frontage are discounted. Please note charity and voluntary groups must supply a Registered Charity Number and list their activities.

Important Information

Insurance

The Trader/Organisation must have Public Liability Insurance for a minimum of 5 million pounds (£5,000,000) for any/each individual claim. The insurance policy must be with a reputable company and a copy of the policy must be forwarded with your application. Bedford Borough Council will not insure any group or activity for the Festival.


Electricity and Generators


All generators must be diesel and supersilent. No petrol generators will be allowed on site. In accordance with legislation any sockets must be blue C-form. No standard indoor 13 amp, 3 pin sockets will be allowed. Bedford Borough Council cannot provide any power to any part of the site.

General Information

Hotels / Guesthouses / Camp Sites

Those requiring assistance to find accommodation for the weekend should contact the Tourist Information Centre.

 Bedford Tourist Information Centre
St. Paul's Square
Bedford MK40 1SJ

 01234 215226

 touristinformation@bedford.gov.uk

Trade Information

Setup Times

Friday 3rd June, 10.00 hrs - 19.00 hrs

Saturday 4th June, 06.00 hrs - 09.00 hrs

Site Access Service Times

Saturday 4th June, 06.00 hrs - 10.00 hrs

Sunday 5th June, 06.00 hrs - 10.00 hrs

Festival Opening and Trading Times

Saturday 4th June, 10.00 hrs - 18.00 hrs

Sunday 5th June, 10.00 hrs - 17.00 hrs

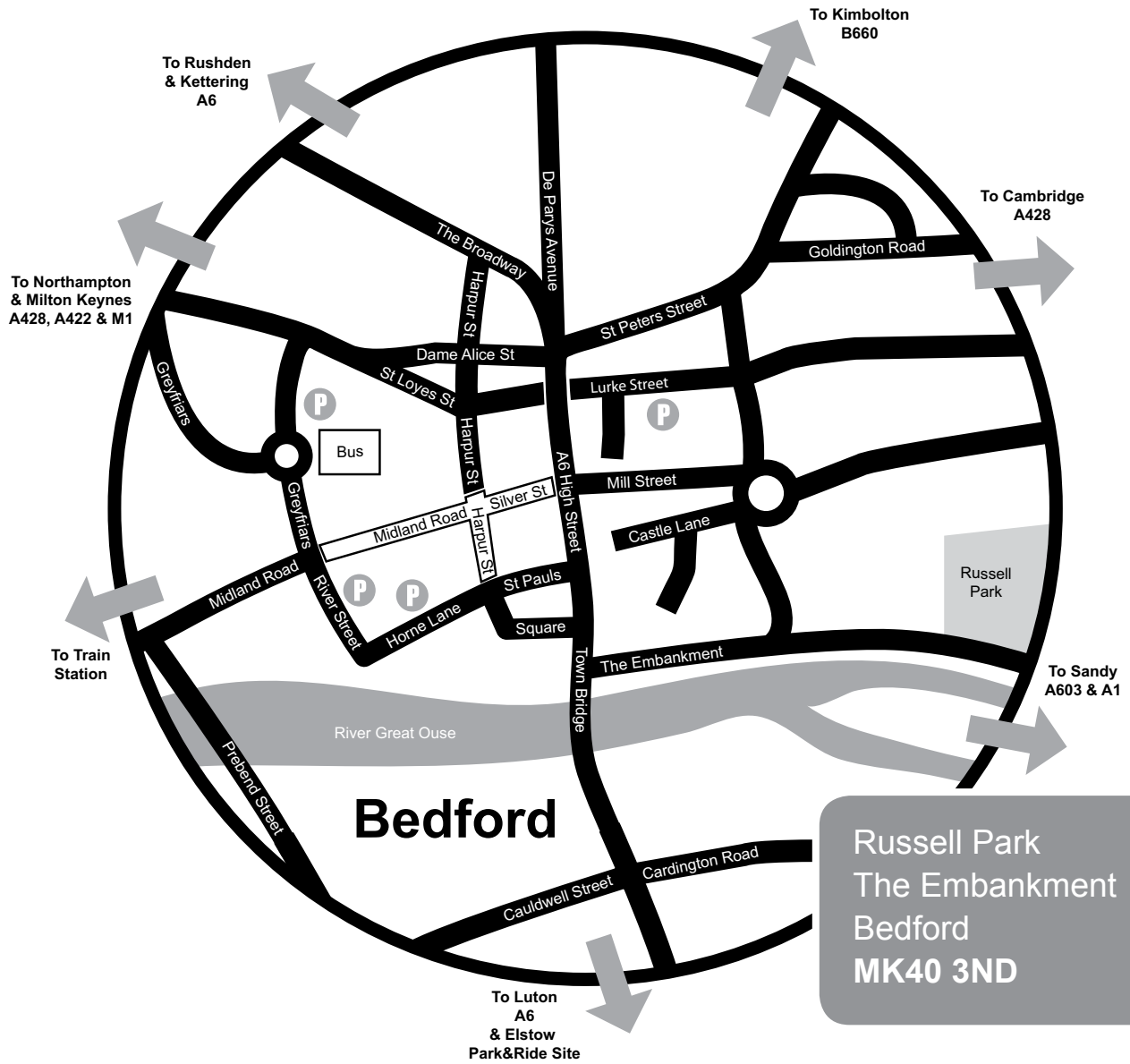
All units and exhibitors must remain open during trading times.

Checklist

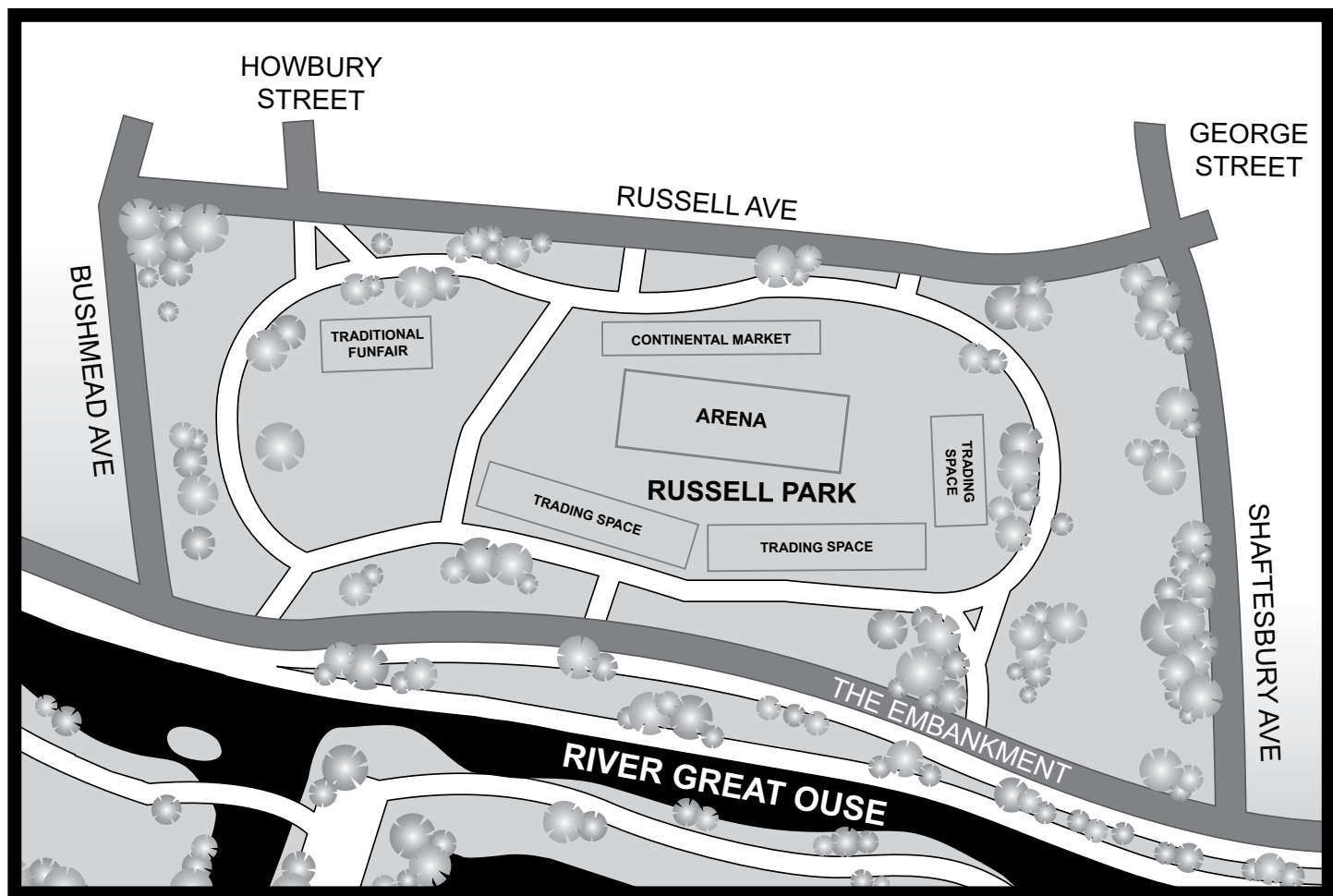
- Step 1 Choose you pitch size.
- Step 2 Complete and sign the traders application form, please ensure that all boxes are completed.
- Step 3 Enclose a copy of Public Liability Insurance documentation for £5 million.
- Step 4 Enclose a photograph of your unit/stand plus any other information.
- Step 5 **Do not send any payment at this time.**
- Step 6 Return all the forms to Events & Marketing Team, Economic Development, 6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP.

You will be informed as soon as possible if your application has been successful.

Local Area Map



Site Maps and Photographs



Please note: this is a PROVISIONAL site map.

Bedford Borough Council reserves the right to make changes without prior notice.

Terms and Conditions

Please keep this section

1. DEFINITIONS in this Agreement

- 1.1. **“Access Ways”** shall mean any pedestrian walkway or vehicle route on the Site, whether an established route or one used only for the Festival.
- 1.2. **“Allocated Space/Pitch”** shall mean the space/pitch and size of pitch allocated to the Trader by the Council.
- 1.3. **“Catering Outlets”** shall mean those Outlets (see clause 1.7 below) where the Specified Services (see clause 1.9 below) include the sale of food and/or refreshments.
- 1.4. **“Early Site Entrance”** shall mean the Trader having access to the Site no earlier than 07.00 hours and no later than 09.00 hours on the set up day to prepare his/her outlet.
- 1.5. **“Festival”** shall mean the event or festival.
- 1.6. **“Site Fee”** shall mean the sum payable for the Allocated Space in accordance with price list provided within the application pack.
- 1.7. **“Outlet”** shall mean the stall/stand etc., indicated in the Trader’s application and which is shown in photographs provided with the Trader’s application and which is to be used by the Trader to sell his/her goods/ services in the Allocated Space.
- 1.8. **“Site”** shall mean the land on Plan annexed to this Agreement or such other land as may have to be allocated by the Council in accordance with this Agreement.
- 1.9. **“Specified Services”** shall mean the goods and/or services to be offered for sale by the Trader at the Festival, as specified on their application form.
- 1.10. **“Supply Vehicle”** shall mean the vehicle used by the Trader to transport to and from the Site all things necessary for the provision of the Specified Services.
- 1.11. **“Specified Purposes”** shall mean the provision of the Site (as defined) for the Festival.

2. LICENCES

Subject to the Terms and Conditions in this Agreement the Council gives the Trader the rights in this licence. This rights the Trader to share with the Council and any other persons or bodies authorised by the Council as long as these rights do not conflict with the rights given to the Trader for the period of the Festival as defined in this Document. The Trader understands that in the event of any conflict between the Trader’s rights under this Licence and those of the Council, the Council’s rights shall prevail as organisers of the Festival.

- 2.1. A Licence for an Outlet providing the Specified Services at the Allocated Space and the means of access to and exit from the Allocated Space by way of the Access Ways for the duration of the Festival subject to the Terms and Conditions of this Licence.

3. GENERAL REQUIREMENTS OF THE TRADER

The Trader SHALL

- 3.1. Pay the deposits referred to in Clause 5.
- 3.2. Provide and operate at his/her own expense the Outlet together with all equipment necessary for the efficient running of the Outlet and the provision of the Specified Services.
- 3.3. At all times observe and comply in all respects with the statutory or other requirements, rules regulations and bylaws (including those laid down by the Council’s Environmental Health and Safety Unit, the Fire Brigade or other competent authority, and those made by the Council for the management of the Site) relating to the Outlet and its use. If the Trader is in any doubt as to the scope of this term he should contact the Council for further explanation.
- 3.4. Be solely liable for and indemnify the Council against all loss, damage, claims or demands (other than for any death or personal injury caused by the negligence of the Council or any of its employees or agents) which may have been caused directly or indirectly by the

Terms and Conditions

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- Trader or his/her employees or agents.
- 3.4.1. Provide Public Liability Insurance with a reputable Insurance company for a minimum of FIVE MILLION POUNDS (£5,000,000) for the duration of the Festival to cover the risks referred to in clause 3.4 above.
 - 3.4.2. Permit the Council to inspect the insurance documents at all reasonable times to check the sufficiency of the cover and the excesses which in any event must be reasonable in the circumstances. This insurance documentation should be sent prior to the Festival within the due date for inspection.
 - 3.5. Permit the Council's duly authorised officers to enter and inspect the Outlet/stall at any time during the Festival.
 - 3.6. Keep the Allocated Space clean and tidy and clear of rubbish during the Festival. Before leaving the Site at the end of the Festival the Trader shall ensure that the Allocated Space has been tidied and cleared of rubbish and is free from all the Trader's belongings, goods and equipment. Failure to do so may lead to the traders bond been with held.
 - 3.7. Caterers should provide and maintain a sufficient number of rubbish bins in the vicinity of the Outlet and ensure that these are emptied regularly and ensure that they could in no way be regarded as unsightly at any time. Caterers should also ensure all common areas including tabled and food courts are kept clean and tidy at all times. Non caterers must comply with figure 3.7 above.
 - 3.8. Observe any supplementary rules and regulations made by the Council, of which the Trader is reasonably notified, governing the use of the Allocated Space or the Access Ways.
 - 3.9. Ensure that nothing is done under this agreement which may in the opinion of the Council be a nuisance or could become one or which in any way interferes with the work of the Council's employees or agents or with the enjoyment of all persons rightfully attending the Site.
 - 3.10. Ensure that if any goods or services sold or displayed at the Outlet DO NOT pose a potential risk of fire or any other hazard, replica weapons, guns etc are not permitted to be sold at the festival, any trader found selling such items will have them removed from their stall or be asked to leave the festival. The trader shall keep and maintain a sufficient number of fire extinguishers and or other safety equipment at the Outlet, all such equipment to be operable at all times during the Festival. Proper safety arrangements shall be made and, if required, a risk assessment must be provided by the Trader.
 - 3.11. Ensure all generators are kept away from the public using physical barriers and are operated in a safe manner. All generators must be diesel, no petrol generators will be allowed to operate on the site. Generators will be inspected by a member of the Events Team or Health and Safety. Noise from generators must be kept to a minimum and only "super silent" type generators should be used. All generators should be properly barriered to the satisfaction of the Events Team and Health and Safety Officer and be away from the public and public walkways.
 - 3.12. Ensure the Allocated Space and the area immediately around it including any trees, shrubbery, and flowers is left in the same condition as that in which it was found prior to the siting of the Trader at the commencement of the Festival. If the Council is not completely satisfied that the Trader has complied with this requirement, then the Trader may have their bond with held and be liable for the payment of additional monies, over and above the bond, to the Council for the Council remedying the damage.
 - 3.13. Ensure that the Outlet is used solely for the sale of the Specified Services agreed.
- The Trader SHALL NOT**
- 3.14. Outside of the Allocated Space display any signs or notices, written consent of the Council and shall remove the same immediately upon demand.
 - 3.15. Obstruct the Access Ways or cause or permit them to become dirty or untidy.

Terms and Conditions

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4. GENERAL

- 4.1. The Council is not obliged to accept any or all applications submitted. Applications are judged and considered on the balance of trade, catering, charity, funfair other rides, shows and attractions at the festival. This is to ensure fairness, avoid duplication and create an interesting and varied festival for the public. Applications are not processed on a first come first served basis for the reasons outlined above, all traders will be informed as soon as is practicable possible of their inclusion in the festival.
- 4.2. If the Trader fails to observe any of the terms and conditions contained in this Agreement his/her Licence may be revoked. The Trader will still be liable to the Council for anything he/she did or did not do in breach of the Agreement prior to the Licence being revoked, and may have the £100 bond with held.
- 4.3. The Trader acknowledges that they do not have exclusive service or selling rights on the Site.
- 4.4. The Trader acknowledges that the Council has possession of the Site and that no tenancy is conferred upon him/her by this Licence.
- 4.5. Neither the Allocated Space, the Outlet nor any rights the Trader may have under this Agreement may be transferred to anybody else.
- 4.6. Neither the Allocated Space, the Outlet, nor any part of them may be sub-let to anybody else without the prior written consent of the Council. Requests from charities may be considered.
- 4.7. The Council gives no warranty that the Site is legally or physically fit for the Specified Purposes.
- 4.8. If either the Council or the Trader has to give notice to each other at any time the notice shall be in writing. If notice is served on the Council it shall be during the Council's normal office hours. Alternatively the notice shall be sent by recorded delivery to the other party at its last known address or

Registered Office, or Principal Office as the case may be.

- 4.9. The Council will turn away or remove any Trader which it finds to be selling or displaying items or which it reasonably considers is likely to be selling or displaying items which are not in keeping or likely to be in keeping with the spirit of the Festival, or if the Trader is not behaving in accordance with the strict standards of correct and decent behaviour demanded by the Council. This includes counterfeit goods and other such items. Trading standards officers will also be in attendance over the festival weekend.

5. PAYMENT OF FEES

- 5.1. The full site fee is payable prior to the festival and must be returned with these signed terms and conditions. The trader must trade for the full duration of the event/festival. All traders irrespective of their status must trade for all the opening hours stated, unless permission has been granted in writing and specified by the Event Manager, failure to comply will result in the traders bond being retained by the Council.
- 5.2. A bond of ONE HUNDRED POUNDS (£100) is payable. This bond is not part of the Site Fee, and will be refunded as soon as is practicable after the Festival but no more than 28 days later, providing the Council is satisfied that the Trader has complied with the Terms and Conditions. The breach of any term or condition will result in the bond being retained by the Council. The trader will be informed immediately after the festival if there bond is to with held and the reasons why. The trader will have 14 days to appeal against this decision.
- 5.3. The Site Fee together with the bond of ONE HUNDRED POUNDS (£100) referred to in 5.2 above must be received by the Council. If the Trader fails to comply with this condition they will lose the right to use the Allocated Space, and the Council may allocate the Allocated Space to another trader. The Trader will not be refunded the Site Fee but will have the £100 bond refunded.

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Please keep this section

5.4.1. Traders will receive 50% of their total fee, including bond, refunded if the cancellation is received at 60 days prior to the festival (4th April 2011) If notice is received between 30 and 60 days, (5th May 2011) 25% of the total fee will be refunded, No refunds will be given in the 30 day period to the start of the festival.

5.5. Cheques shall be made payable to "Bedford Borough Council" and sent marked for the attention of Events & Marketing Team at the following address: Events & Marketing Team, Economic Development, 6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP.

5.6. The Trader acknowledges that, notwithstanding his/her compliance with this clause (Clause 5) and the other conditions of this Agreement, until the Council signs this Agreement the Licence shall not come into effect and all rights the Trader would have had under it will be ineffective.

6. GOODS AND SERVICES

The Trader SHALL

6.1. Ensure that the goods and/or services offered to the public are of the highest possible standard and are offered at prices which are consistent with those normally charged by the same trade.

6.2. Sell only those goods and/or services indicated in his/her application. The Council will not permit any changes unless these have been authorised by the Events Manager.

6.3. Comply with the application together with the specifications and prices applied.

6.4. Traders with Catering Outlets shall also display in a prominent position at all times fully priced menus showing, where appropriate, the weight of the main product element. A copy of the menu must be forwarded with the Trader's application and will be considered by the Council as part of the Trader's application.

6.5. Only outlets expressly licensed to do so by the Council shall offer food or refreshment for sale or for consumption.

The Trader SHALL NOT

6.6. Offer animals for sale or as prizes, sell or display alcohol, catering, sell ice creams or any similar product.

6.7. **Traders must be aware of and comply with the following: Chain of Custody (COC)** Certificate Chain of custody certification provides a guarantee about the production of FSC-certified products. Chain of custody is the path taken by raw materials from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution. From a customer perspective, the FSC label represents a promise that is being made to them. Chain of Custody standards are the mechanism FSC has to ensure that 'promise' is delivered. Operations that have been independently verified for FSC chain of custody certification are eligible to label their products with the FSC logo. Only traders showing the FSC label on their products will be eligible to trade.

6.8. No sub letting of the traders pitch is permitted.

6.9. Leafleting on the festival site or car parks is not permitted.

Concessions and Franchises

6.10. Children's' rides and amusements, catering, bars, glow sticks, foil balloons will be allocated as separate franchises and are for the sole rights (subject to individual limitations see individual tender forms) at the festival. Tender applications for all franchises and concessions will be available in January 2011.

7. SITE MANAGEMENT

7.1. Once the Council has received sufficient applications to fully book the Festival it will then prepare a plan of the Site and allocate spaces on the plan accordingly. Submission of this application form to trade does not guarantee inclusion in the festival.

Terms and Conditions

Please keep this section

- 7.2. The Council will try to allocate spaces in accordance with the Trader's choice of zone, if appropriate, on the site but can not guarantee that this will be possible and the Council is not in any way bound to do so. At any time the council has the right to change a traders allocated site if this is deemed necessary for health and safety or other reasons. If a traders allocated site has to be moved prior to the festival every effort will be made to contact the trader and offer an alternative site. Part or full refunds of site fees in this situation will be at the discretion of the Events Manager and in line with the terms and conditions.
- 7.3. Prior to the festival the Council will notify, in writing, all successful applicants of the location of their Allocated Space on the site. Upon receipt of this site plan showing the traders Allocated Space, if for any reason the trader is unhappy with their Allocated Space they must contact the Council immediately. No discussions will be entered into regarding an Allocated Space at the festival. No site refunds will be given with reference to an Allocated Space at the festival.
- 7.4. No private cars shall be parked on the site, however traders are allowed one supply vehicle only if this supply vehicle is integral to the traders business and has been accounted for within the allocated pitch area. Permission in writing must be sought from the Events and Marketing Manager for this supply vehicle to be on site.
- 7.5. Catering Outlets are not permitted to have tents and/or awnings on the Site. Only vehicles listed on the site application form can be included in their Allocated Trading Space within the allotted area.
- 7.6. For safety reasons, once the Supply Vehicle has been sited by the Council it will not be permitted to move from that position during the Festival unless the Council's authorised officers give their express permission, in which case the Trader shall follow the Council's proper safety procedures in accordance with the Council's authorised officers' instructions and vehicle movement procedure.
- 7.7. The Trader shall comply with and co-operate fully with any request by the Council to move the Supply Vehicle and/or his/her Outlet to any other Allocated Space. The Council shall not be liable for any costs incurred by the Trader as a consequence of this request.
- 7.8. The Trader must ensure that s/he remains within the Allocated Space. Any extension of the Outlet into another Allocated Space, or into any other area is not permitted.
- 7.9. The Council is not responsible for providing parking spaces for Traders' private cars and the Trader must find suitable parking spaces for his/her vehicles off the festival site.
- 7.10. The Trader may be granted Early Site Entrance for the purpose of bringing his/her Outlet to the Site and readying his/her Allocated Space for trading. If the Council permits the Trader Early Site Entrance the Trader agrees to be bound by the Terms and Conditions as if the Early Site Entrance was the Festival, but under no circumstances shall the Trader commence trading.
- 7.11. **The Trader SHALL**
- 7.11.1. Be ready for trading from his/her Outlet by 10.00 hours on Saturday 4th June 2011 and shall continue to trade until 18.30 hours on that day but trade no later than 19.00 hours.
- 7.11.2. Commence trading by 10.00 hours on Sunday 5th June 2011 and continue to trade on that day at least until the end of the Festival at 17.00 hours.
- 7.11.3. Be aware that if the Trader arrives after the stated arrival time in the final detail information s/he may be refused vehicular access on to the Site.
- 7.11.4. Not leave the Site before 18.00 on Saturday 4th June 2011 and 17.00 hours on Sunday 5th June 2011. No vehicle may be brought on to or leave the Festival site without prior confirmation from the Event Management Team, either in person or via a PA announcement.
- 7.12. Any attempt by the Trader to leave the Site or bring a vehicle on to site before the times mentioned in sub-clause 7.11.4 will

Terms and Conditions

Please keep this section

result in the forfeit by the Trader of the ONE HUNDRED POUNDS (£100) bond, and thereafter vehicles will not be allowed back onto the Festival site.

- 7.13. The Trader's identity (which shall be the same as that shown in the Licence and on his/her Application Form) shall be clearly and prominently displayed at all times at the Trader's Allocated Space and shall give his/her full name and address and a trading address if this is different to the Trader's home address.
- 7.14. If there is bad weather before or during the Festival the Council may move or direct the Trader to alternative areas on the Site or to another Site at no cost to the Council and without refunding any site fees. No refunds will be given should the festival be cancelled due to reasons beyond the control of the Council. No refunds will be given if the festival is cancelled as a result of adverse weather conditions, nor as a result of changes to the entertainment programme. The Council does not accept any liability for any form of compensation for any losses sustained by the trader due to cancellation of the festival for whatever reason.

8. PREVENTION OF CORRUPTION

- 8.1. The Council is empowered to cancel this Agreement and recover from the Trader the amount of any loss resulting from any such cancellation if the Trader shall have offered or given, or agreed to give to any person, any gift or consideration of any kind as an inducement or reward for the doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this or any other Agreement awarded by the Council; or if the like acts shall have been done by any person employed by him or acting on his behalf shall have committed any offence under the Public Bodies Corrupt Practices Act 1889 or the Prevention of Corruption Act 1916 or shall have given any fee or reward, the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

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Bedford Borough Council, Events & Marketing Team, Economic Development, 6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP

Tel/Fax: (01234) 221955

Email: events@bedford.gov.uk



Traders Application Form

Please return this section

Type of Pitch required? (delete as appropriate)

Trade Charity

Personal Information

Company Name

Name

Address

.....

.....

.....

Phone Number

Mobile Number

Email

Website

Have you attended any events in Bedford before? (delete as appropriate)

Yes No

If Yes, please specify the event and year attended

.....

.....

.....

Office Use Only

Date when received:			
Application		Bond Paid	
Copy of Insurance		Pitch Ref	
Photo of Stall		Space Allocated	
Terms Signed		Receipt Number	
Invoice Requested			

Traders Application Form

Please return this section

Unit Details / Requirements

What is the total frontage you will require for your stall/unit? (including any towbars or vehicles)?

This will be the total pitch space allocated to you. There will be no additional space for infrastructure, guy ropes, vehicles or trading this must all be accounted for in your total pitch space.

.....
.....

What is the total depth of your stall/unit?

This will be the total pitch space available. There will be no additional space behind your unit for vehicles.

.....
.....

Does this depth include space for a supply vehicle or caravan? (delete as appropriate)

Yes No Supply Vehicle Caravan

If you require a supply vehicle on site, please state the type, width and length of the vehicle and the reasons why this vehicle is necessary.

Additional supply vehicles will only be allowed on site if they are essential to your operation and at the Event Managers discretion.

Type of Vehicle Width Length

Reason

What is the total height of your stall/unit?

Please include the height of any flag poles, awnings etc so we can position you appropriately taking into account the location of trees.

.....
.....

What is the total weight of your unit including any towing vehicle?

.....
.....

Please state the type of vehicle/trailer you will be bringing the stall in and the total size including any towing vehicles (e.g. transit van and trailer, 10m by 3m).

.....
.....

Traders Application Form

Please return this section

Unit Details / Requirements

Please state the type of stall you operate and give a brief description of the types of goods for sale/promotion.

.....
.....

Please indicate the price range of goods for sale (e.g. £1 to £20)

.....
.....

Will you be bringing a generator?

All generators must be diesel and supersilent. No petrol generators will be allowed on site. In accordance with legislation any sockets must be blue C-form. No standard 13 amp, 3 pin sockets will be allowed. No power can be provided by Bedford Borough Council to any part of the festival site.

.....
.....

If trader's car parking is available would you require this? (delete as appropriate)

Please note that only one parking space is available for each trade pitch.

Yes No Type of Vehicle

Will you be staying on site over night in your pitch?

If yes, please state the number of people staying on site and whether this will be in a caravan, tent or in your stall/unit (delete as appropriate).

.....
.....

Charity Applications Only

What is the main purpose of attending the Kite Festival?

Fundraising Promotion

Registered Charity Number

(If the purpose is Promotion, please refer to the Guidelines for making an application and detail the on site activities you could provide below or attach a separate sheet if necessary).

Traders Application Form

Please return this section

All Applications

A photograph of the complete unit you will bring, a copy of your public liability insurance documents indemnifying Bedford Borough Council to a minimum of £5 million and an indication of any goods to be sold at the event, must be forwarded with your application.

Declaration

I have read and understood the enclosed Terms & Conditions and agree to abide by them if my trading application is successful. However submission of this application form to trade does not guarantee inclusion at the festival. Should my trading application be successful, I understand I will be required to send the appropriate fees and deposits payable at that time. Applications will be returned if all sections are not completed fully.

Signed

Date

Print Name

Company Name

Please return all forms to:

**Events & Marketing Team
Economic Development
6th Floor
Borough Hall
Cauldwell Street
Bedford MK42 9AP**

Finding out more

If you would like further copies or information about the information contained within this document please telephone or write to us at our address below.



01234 221955



Events & Marketing Team

Economic Development

6th Floor

Borough Hall

Cauldwell Street

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