



BEDFORD
BOROUGH COUNCIL

Victorian Christmas Fair 2011

Friday 9th, Saturday 10th & Sunday 11th December

Event Trade Pack

Bedford Victorian Christmas Fair - 9th, 10th & 11th December 2011

The 19th Bedford Victorian Christmas Fair will take place on Friday 9th, Saturday 10th and Sunday 11th December 2011 in Harpur Square, Midland Road and Harpur Suite, Bedford.

There will be the usual colourful milieu of traditional fairground rides and attractions along with a comprehensive street entertainment programme, character cameos, school performances, bands across the three days. Staged throughout the pedestrian area in Bedford Town Centre, the Victorian Fair provides the perfect Christmas environment for shopping and an ideal opportunity for the public to soak up the festive ambience and really get into the Christmas spirit.

The 2010 fair attracted over 200,000 visitors over the three days. We are looking to further expand and enhance the fair and are seeking applications from traders, caterers and charities, sideshows and other operators. Opening times for the Fair are Friday and Saturday 10am until 7pm, Sunday 10am until 5pm.

If you are interested in trading at the Victorian Fair please complete the enclosed form and return it as soon as possible. All applications are accepted on a first come first served basis, please include the various documents listed in the guidelines overleaf. **Do not send any money at this time.** Should your application be successful, you will be requested to send payment.

Pitches will be allocated in accordance with suitability and on a first come first served basis. We do not guarantee that all applications will be accepted.

Bedford Borough Council takes its Health and Safety role extremely seriously so we ask that all applicants ensure that they take the time to read the terms and conditions for this event before signing the acceptance form. If a trader does fail to comply with any of the terms and conditions then their bond of £100 will be retained. If you have any questions relating to the terms and conditions please contact us via phone on **01234 276259** or email to **events@bedford.gov.uk** and we will be happy to help. Please note that we are looking to extend the site this year, but there will be some areas of the site that we can not provide lighting in the stalls.

The Council is not obliged to accept any or all applications submitted. Applications will be judged and considered on the balance of trade, catering, charity, funfair other rides, shows and attractions at the fair, to ensure fairness, avoid duplication and create an interesting and varied event 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 regarding their application.

Please return all applications and correspondence to:

✉ **Events & Marketing Team**
Victorian Christmas Fair 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.

Complete the application form fully and in capital letters 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 Festival.

Read the Terms and Conditions, which contains important information which will affect your application, and complete the Terms and Conditions Acceptance Sheet. Please note that this is your contract with Bedford Borough Council and that you are happy with all the terms and conditions and that you will adhere to them.

Please ensure you include a copy of your public liability insurance that is valid for the duration of the fair. 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 you haven't attended any Bedford borough council events previously, 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 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 where appropriate). **Send no money at this stage.**

Applications may only be made for the entire duration of the Fair (Friday 9th, Saturday 10th and Sunday 11th December 2011). It is not possible to apply for space for one/two days only.

If appropriate applicants must allow sufficient space to accommodate guy ropes, pegs, towing brackets and other over-hangs within the space they apply for.

Catering units must either be registered with Bedford Borough Council prior to making an application, or with another local authority and ideally have MOCA membership. Please note: Trade Space is limited to guarantee success please return your application as soon as possible.

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 28th October 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 all three days.

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 closure date.

Outdoor Pitches

It is possible to hire covered stalls from us or to bring your own stall. The cost of three days hire is:

- **£205** to hire a single (10ft by 7ft) stall plus a £100 refundable bond.
- **£390** for a double (20ft by 7ft) stall plus a £100 refundable bond.
- **£175** to bring your own stall approx (10ft by 7ft).
Stalls larger than 10ft by 7ft may be charged at a higher rate.
Those smaller than 10ft may be charged at a lower rate. Please call to discuss this further.
- **£270** for a single catering unit/stall where the food that is sold is to be consumed on site (10ft x 7ft).

Charities/Voluntary Groups

There are a limited number of single (10ft by 7ft) stalls available for charities to hire on a daily basis. The cost of this is £40 per day plus a £100 refundable bond. Please state the day you wish to attend under question 5 on the application form.



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 where possible. 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

Thursday 8rd December, from midday onwards

Site Access Service Times

Friday 9th December, before 09.00 hrs / after 19.00 hrs

Saturday 10th December, before 09.00 hrs / after 19.00 hrs

Sunday 11th December, before 09.00 hrs / after 19.00 hrs

Festival Opening and Trading Times

Friday 9th December, 10.00 hrs - 19.00 hrs

Saturday 10th December, 10.00 hrs - 19.00 hrs

Sunday 11th December, 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.

Holiday Inn Express



Welcome to Holiday Inn Express Bedford, where comfort meets great value rates!

We are pleased to offer exclusive 'Traders Rates' for the Kite Festival, Street Festival and Victorian Christmas Fair as follows:

Rates from £47 per room per night in a family room (suitable for up to 2 adults & 2 children) includes VAT, buffet breakfast & parking.

Holiday Inn Express is conveniently located at Elstow Interchange, providing easy access to both the A6 and A1 motorways. The hotel is also less than a 10 minute drive to Bedford town centre.

Each of our 80 hotel rooms are equipped with air-conditioning, ensuite power showers, hair dryers, colour TV with satellite & movie channels, direct dial telephones, work desk & lamp and tea & coffee making facilities. Our family rooms feature a double bed and a double sofa bed, perfect for up to 2 adults and 2 children. Don't forget children under 18 go free when sharing their parents' room!

From buffet breakfast to simple evening meals and friendly service we make sure we cater for all of our guests needs. Our Great Room also features a licensed bar serving soft drinks, beers, wines & spirits in a relaxed environment and free wi-fi. Your rates not only include buffet breakfast, they also include free parking! What more could you ask for?

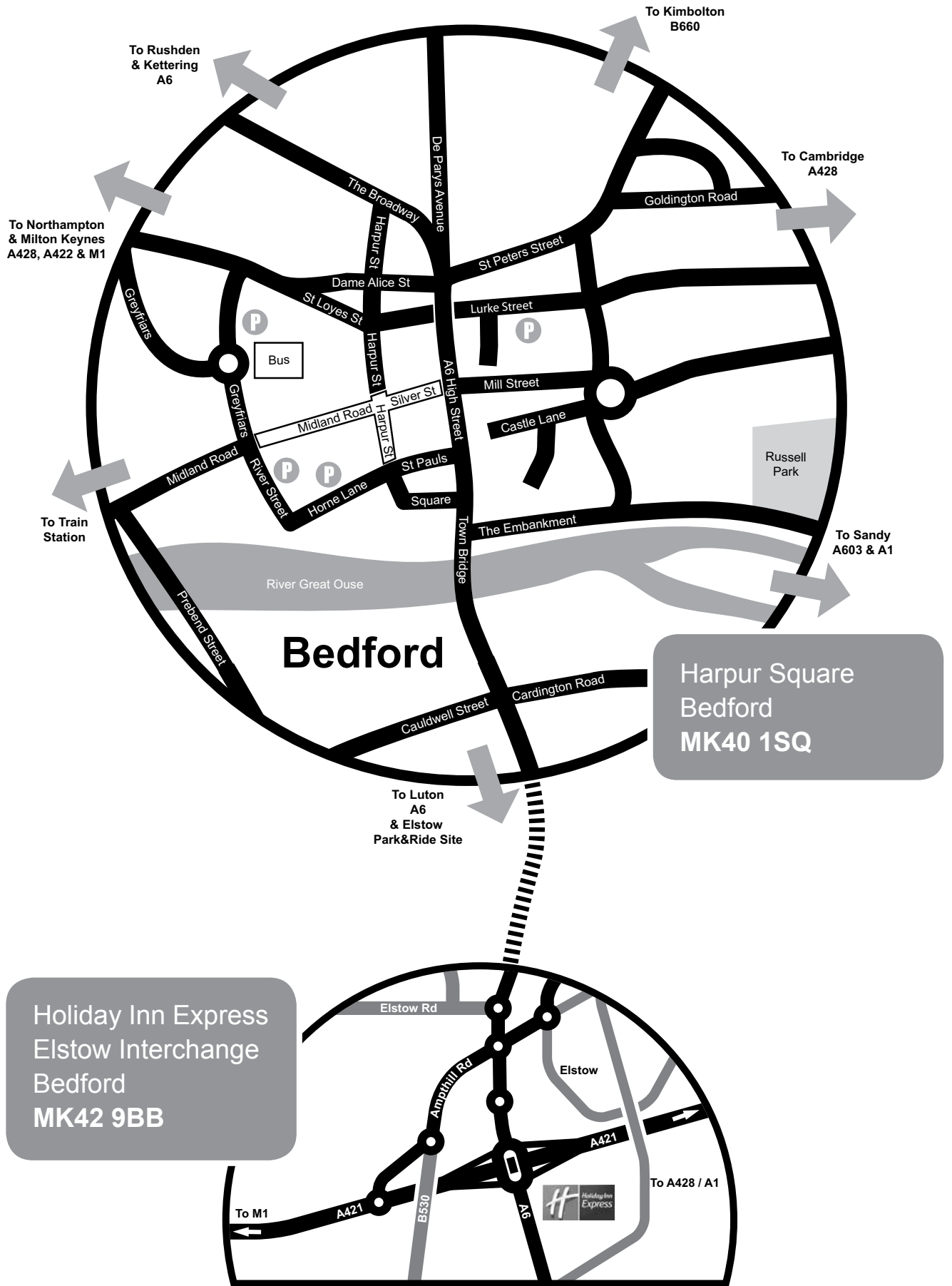
To book or for more information please call us on **01234 224100** quoting '**Beds Events**'.

For hotels in other locations please visit our website: www.somerstonhotels.co.uk

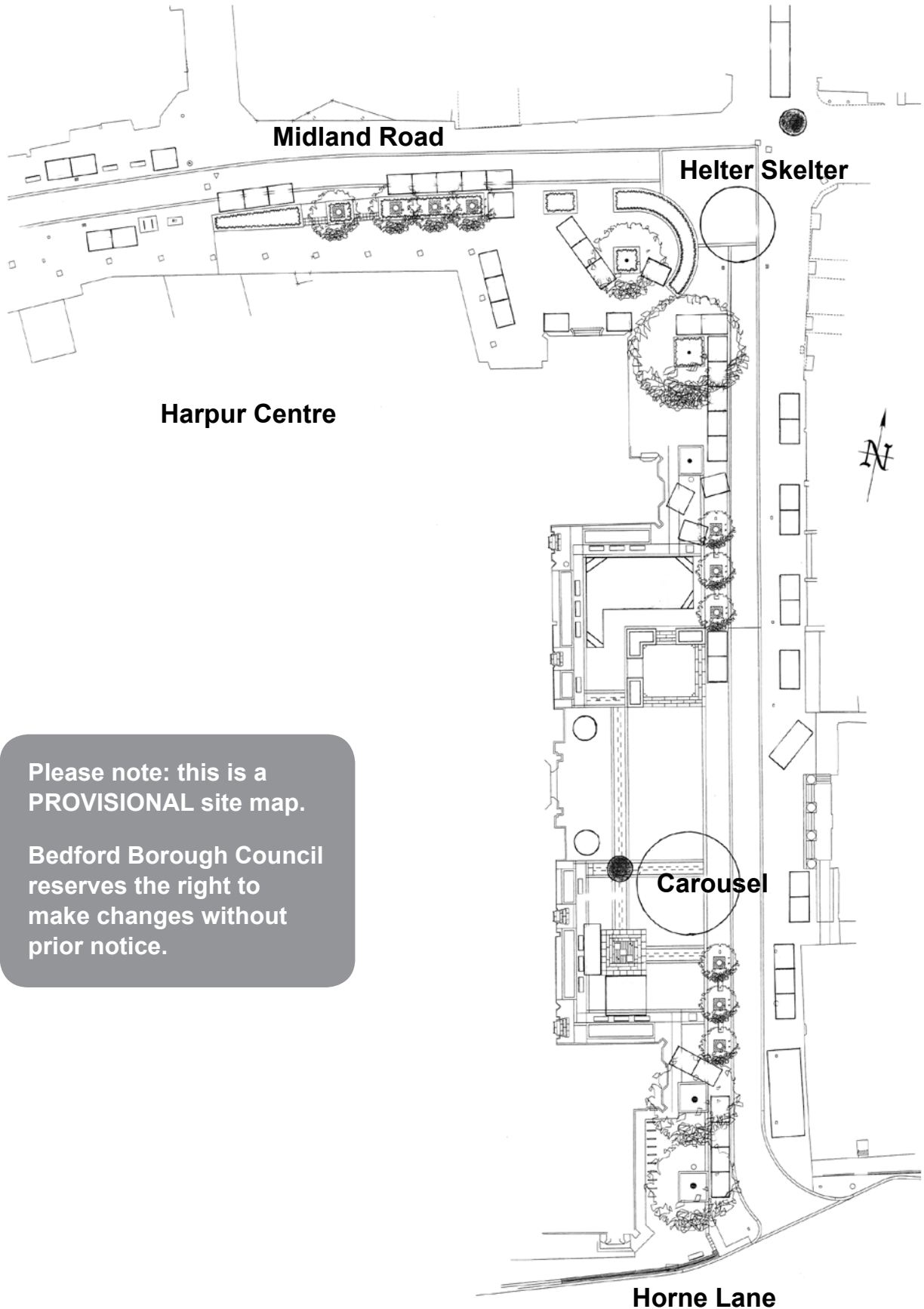
Terms & conditions apply. Rates subject to availability.



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.

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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 Fair.
- 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 0700 hours and no later than 0900 hours on the set up day to prepare his/her outlet.
- 1.5. **“Fair”** shall mean the Victorian Christmas Fair.
- 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 Fair, 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 Fair.

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 Fair 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 Fair.

- 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 Fair 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 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.

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- 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 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 Fair 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 Fair with this document.
- 3.5. Permit the Council's duly authorised officers to enter and inspect the Outlet/stall at any time during the Fair.
- 3.6. Keep the Allocated Space clean and tidy and clear of rubbish during the Fair. Before leaving the Site at the end of the Fair 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. Traders that are likely to generate large quantities of waste materials, packaging etc, must arrange with the organisers for additional waste disposal facilities and or collection, prior to the fair which will be provided at a cost.
- 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. Non caterers must comply with this if your operation produces a significant amount of rubbish.
- 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 pose a potential risk of fire or any other hazard, replica weapons, guns etc are not permitted to be sold at the fair, any trader found selling such items will have them removed from their stall. 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 Fair. 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 Officer. Noise from generators must be kept to a minimum and only "super silent" type generators should be used. All generators should be properly barriered and 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 Fair. If the Council is not completely satisfied that the Trader has complied with this requirement, then the Trader may be liable for the payment of damages to the Council for the Council remedying the damage, and have the bond withheld.

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- 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, or distribute literature, without the prior 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.

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, this is to ensure fairness, avoid duplication and create an interesting and varied fair 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.
- 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 any thing 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 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 and shall be delivered by hand, and if 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 Fair, or if the Trader is not behaving in accordance with the strict standards of correct and decent behaviour demanded by the Council.

5. PAYMENT OF FEES

- 5.1. The full site fee is payable by 28th October 2011. The Trader must trade for the full duration of the fair. All traders irrespective of their status must trade for all the opening hours stated, unless 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 Fair but no less 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.
- 5.3. The Site Fee together with the bond of ONE HUNDRED POUNDS (£100) referred to in 5.2 above must be received by 28th October 2011. If the Trader fails to comply with this condition(s) he will lose the right to use the Allocated Space, and the Council will allocate the Space to another trader.

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- 5.4. If the Trader informs the Council that they will not attend the event or does not appear at the event on either of the days, the Council will retain the all fees.
- 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, Regeneration & Economic Growth, 6th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP.
- 5.6. The Trader acknowledges that, notwithstanding their 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.

Cancellations

- 5.7. Once the Trader has returned the signed terms and condition the trading license can only be cancelled by informing the events office in writing.
- 5.8. Traders will receive 50% of there total fee, including bond, refunded if the cancellation is received at least 60 days prior to the fair. If notice is received between 30-60 days 25% will be refunded. No fees will be refunded for cancellations in the 30 day period to the fair.
- 5.9. No refunds will be given should the fair be cancelled due to reasons beyond the control of the Council. No refunds will be given if the event 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 fair for whatever reason.

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 Council.
- 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, sell ice creams or any similar product. Body piercing, tattooing, tooth jewellery and hair extensions are not permitted.
- 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.

Terms and Conditions

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- 6.9. Leafleting on the fair site or car parks is not permitted.
- 7. SITE MANAGEMENT**
- 7.1. Once the Council has received sufficient applications to fully book the Fair 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 fair.
- 7.2. The Council will try to allocate spaces in accordance with the Trader's choice, 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 fair 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 Event Manager.
- 7.3. Prior to the fair the Council will notify, in writing, all successful applicants of the location of their Allocated Space on the Site. Upon receipt of this and the 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 upon receipt of the site plan and successful application letter. No discussions will be entered into regarding an Allocated Space at the fair. No site refunds will be given with reference to an Allocated Space at the fair.
- 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. Permission in writing must be sought from the Events and 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.
- 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 Fair 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.
- 7.7. The Trader shall comply with and co-operate fully with any request by the Council to move the Supply Vehicle and their 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 they remain 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 their vehicles.
- 7.10. The Trader may be granted Early Site Entrance for the purpose of bringing their Outlet to the Site and readying the 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 Fair, 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 Friday 9th and Saturday 10th December 2011 and shall continue to trade until at least 19.00 hours on that day.
- 7.11.2. Commence trading by 10.00 hours on Sunday 11th December 2011 and continue to trade on that day at least until the end of the Fair at 17.00 hours.
- 7.11.3. Be aware that if the Trader arrives after the stated arrival time in the final detail information they may be refused vehicular access on to the Site.

Terms and Conditions

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- 7.11.4. Not leave the Site before 19.00 on Friday 9th and Saturday 10th December 2011 and 17.00 hours on Sunday 11th 2011. No vehicle may be brought on to or leave the Fair 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 result in the forfeit by the Trader of the ONE HUNDRED POUNDS (£100) bond.
- 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 Fair 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.

8. PREVENTION OF CORRUPTION

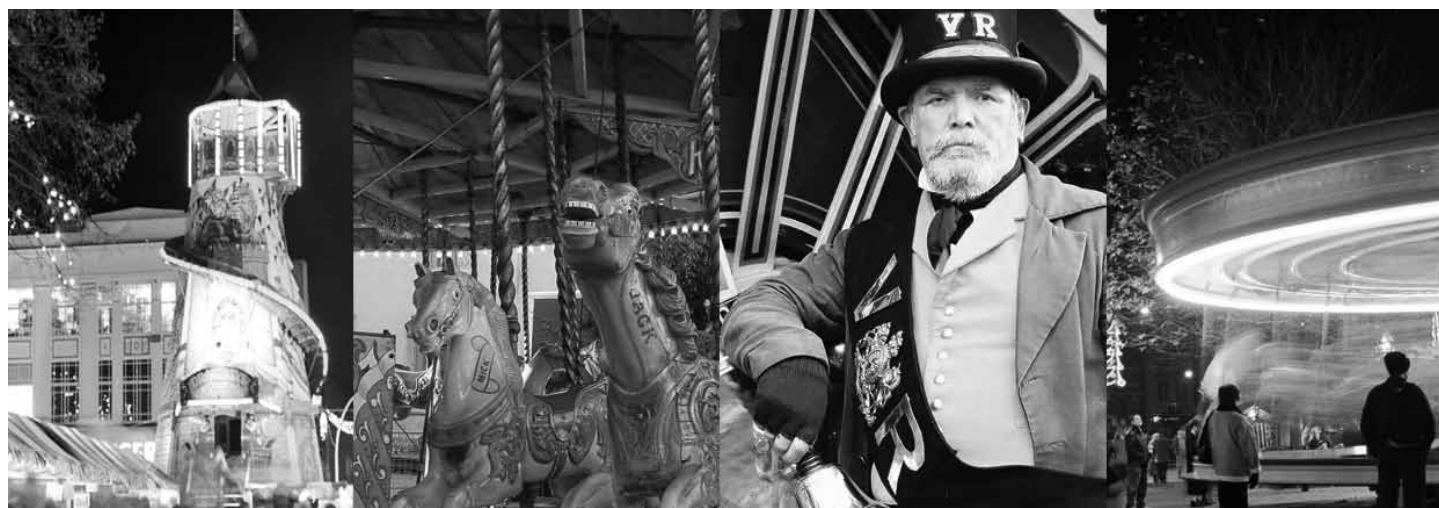
- 8.1. The Council is empowered to cancel this Agreement and recover from the Trader the amount of any loss resulting from any such cancellation if the Trader shall have offered or given, or agreed to give to any person, any gift or consideration of any kind as an inducement or reward for the doing or 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 Catering 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

- | | |
|---|--|
| I would like to bring my own stall / unit (10ft) at a cost of £175 | <input type="checkbox"/> Please go to Q2 |
| I would like to bring my own double stall / unit (20ft) at a cost of £350 | <input type="checkbox"/> Please go to Q5 |
| I would like to hire a SINGLE stall / unit (10ft) at a cost of £205 | <input type="checkbox"/> Please go to Q5 |
| I would like to hire a DOUBLE stall / unit (10ft) at a cost of £390 | <input type="checkbox"/> Please go to Q5 |
| I would like to bring a catering stall / unit (where food that is sold is to be consumed on site at a cost of £270 (10ft x 7ft) | <input type="checkbox"/> |

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

This will be the total pitch space allocated to you. There will be no additional space for infrastructure or vehicles.

.....

.....

3. 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.

.....

.....

4. What is the total height of your stall/unit?

Please include the height of any flag poles, awnings etc.

.....

.....

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

.....

.....

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

.....

.....

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

.....

.....

Traders Application Form

Please return this section

Unit Details / Requirements

8. 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 site.

.....
.....

9. When will you arrive to set up your stall/unit?

Please note there will be no vehicle access to the site after 9am on Friday 9th December. Other times by negotiation only.

.....

10. 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. Your vehicle must fit in a multi-story car park with a 6' 3" height limit.

Yes No Type of Vehicle

Charity Applications Only

Which day would you like to attend the Victorian Christmas Fair, we will try to accommodate your preferred chose of day but in some cases this may not be possible due to the limited amount of space for each day. Applications will be allocated on a first come first served basis.

Friday 9th December Saturday 10th December Sunday 11th December

Registered Charity Number

Catering Applications Only

Local Authority with which registered:

.....

Contact name at this authority:

.....

MOCA Member: Yes No

Type of food sold:

.....

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**

Notes

Notes

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

Bedford MK42 9AP



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www.bedford.gov.uk



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