**FestABLE 2020 - Market Stall Application**

Thank you for your interest in hiring a stall at **FestABLE**, the National Festival of Specialist Learning.

Please read carefully the **Information** on page 3 regarding details of pitches, site access, set up, stall holder’s liability, payment and also the **Terms & Conditions** on page 4.

Once you have completed all the details on the form (both pages), please return your application to Courtney Davis by either:

**Email:** info@festable.org

**Post:** Courtney Davis, FestABLE, c/o National Star, Ullenwood, Cheltenham, Glos, GL53 9QU

|  |  |
| --- | --- |
| **Organisation / company** |  |
| **Contact name** |  |
| **Contact email** |  |
| **Contact phone number** |  |
| **Mobile number on the day** |  |
| **Contact postal address** |  |
| **Invoice contact name & postal address (if different)** |  |
| **Your Purchase Order No** |  |
| **Number of pitches you would like to book** |  |

Cont…

**FestABLE 2020 - Market Stall application (cont)**

|  |  |
| --- | --- |
| **Organisation / company** |  |
| **Please provide a 40-word description of what you will be promoting / selling on your stand****(no food or drink to be sold)** |  |
| **Number of Site Only tickets required for stand staff****(maximum of 3)** |  |
| **Names of stall holders’ attending the event***(for security and H&S reasons)* |  |
| **Please provide us with any additional information we need to be aware of** |  |

**FestABLE 2020 - Market Stall Information**

**Pitches**

Pitches are outdoors and are sold as 3x3m gazebos (pitches can be joined together for larger pitches).

Single pitch fee: £350 (inc. VAT)

Pitch fee will include a maximum of 3 complimentary Site Only tickets.

**Stand Set-up**

Pitches will be supplied with a 6ft trestle table and 2 chairs.

Pitches will not include any power. Personal generators are not permitted on site for Health & Safety and noise reasons.

WIFI - we have wireless network available, but please be aware 3G is unreliable at our site.

Stall holders are expected to tidy away their own rubbish. Bins will be available around the site for disposal of any rubbish.

All stall holders are to register and collect their event wristband on arrival, before entering the rest of the FestABLE site.

For security and Health & Safety reasons, we would appreciate names of stall holders in advance (see application form).

**Site Access**

The event is open to ticket holders between 9am and 4.30pm, we request that your stand is open for these times.

Access to the site for set-up and take-down will be from 7.30am-8.45am and 4.30-5.30pm.

There will be no vehicle access to the market stalls, however, there will be an unloading and parking area in close proximity. You will be instructed by car park staff to go directly to this area upon arrival to register and set up. All vehicles will need to be in the designated parking area by 8.45am.

To assist with event logistics, it would be great if stand staff could car-share, where possible, to ease pressure on the unloading area and parking.

**Payment**

An invoice will be sent to you following receipt of your completed application form.

Full pitch fee is to be paid **no later than Friday 5 June 2020**.

**Liability**

All Stall holders are expected to hold their own Employers’ and Public Liability Insurance of £2million or above, and to have a copy of this available to view at the event if requested by the FestABLE management.

Contact FestABLE at info@festable.org 01242 534722

**FestABLE 2020 - Market Stall Terms and Conditions**

Please read carefully and ensure you can comply with all of the following trader responsibilities.

* **Pitch fees must be paid before Friday 5 June 2020.** Non-payment by that time will result in the stand being reallocated (unless alternative dates have previously been agreed).
* Stall holders must be responsible for the set up and removal of any materials on site.
* Stall holders must not move once allotted a pitch, unless agreed with FestABLE organisers.
* Stall holders must not arrive before 7.30am for set-up. Vehicles are not allowed on the event site. Vehicle access is to the unloading area and parking only.
* Stall holders are responsible for fully staffing the stalls and accommodating all issues surrounding their staff between 9am – 4.30pm.
* Stall holders must not bring generators on to site.
* Stall holders are responsible for litter on their pitch and in the small public area directly in front of the pitch. Bins are provided around the site for disposal.
* No subletting of stalls.
* **Stall holders must only promote / sell products that have been listed in their application. Any changes to this must be agreed in writing with the FestABLE staff.**
* **Stall holders shall respect the grounds of the National Star College and keep to the maximum speed limit at all times.**
* **Stall holders shall not cause offence or behave in a manner that would bring National Star into disrepute and may be asked to vacate the premises should they be found to be doing so.**
* **Employers' Liability and Public Liability Insurance** must be available at the event to be viewed by the FestABLE management if requested.
* No animals, other than assistance animals (guide dogs etc), are permitted on stalls.
* **Stall holders must be offsite by 5.30pm.**

**Stall holders are required to comply with these terms and conditions. If a trader is asked to leave due to contravening these requirements they shall not be entitled to any rebate.**

Contact FestABLE at info@festable.org 01242 534722