

VINTAGE TRADING IN CRYSTAL PALACE PARK 2014

THANK YOU FOR EXPRESSING AN INTEREST IN TRADING AT THE CRYSTAL PALACE OVERGROUND FESTIVAL

Vintage up the Palace 2014

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ABOUT THE FESTIVAL

The Crystal Palace Overground Festival, now celebrating its 8th year, is a FREE 4-day event offering a veritable feast of performance arts, crafts, food and music – and so much more.

Attracting a diverse audience from near and far, an estimated 7,000 people attended across the four day festival in 2013 to participate, relax and enjoy the vast array of offerings.

This pack contains all the information required before submitting your stalls application for the Vintage up the Palace event on Sunday 29 June 2014.

Deadline for applications: 5pm Friday 9 May 2014

Please read this document carefully as only applicants who supply all the necessary information will be considered

APPLICATION GUIDELINES

Please note...

- Submitting your application form does not guarantee inclusion into the festival
- Applications are considered on the balance of trade, catering, charity, performance shows and attractions, and in line with the aims and objectives of the festival. This is to ensure fairness, avoid duplication and create an interesting and varied festival for the public.
- You will be informed, as soon as possible, if your application has been successful. Do not send any payments at this time. Some applicants may be put on a reserve list and contacted at a later date.
- If your application is successful, your pitch is only confirmed upon receipt of full payment of the pitch fee, and receipt of any other requested documentation.
- Any trader who does not meet the payment deadline will have their pitch resold.

Sunday 29 June — trading in Crystal Palace Park

Opportunities are available for food stalls, charities, community groups, traders and commercial businesses (e.g. merchandise, goods and services) within Crystal Palace Park.

Setup times

Traders will be allotted time slots to access the site for setup between 8.30am - 11am All vehicles must be off-site or parked (see below) by 11.30am at the latest.

Trading times

Trading is between 12pm and 5pm ONLY

Breakdown times

Traders may commence physical breakdown only when the Event Manager confirms it is safe to do so. Vehicles will only be allowed on site when it is deemed safe to do so, and at the Event Manager's instructions.

General information for all stallholders

Parking

By prior agreement only, there is limited parking available in the park. Vehicles will not be permitted to move after 11.30am until after the event, and only then with the permission of the Event Manager.

Glass

No glass is permitted on site. This includes bottles and containers.

Rubbish and Recycling

All traders are required to...

- Collectively help to keep their area litter free
- Leave no trace of their operation when leaving the site

FOOD TRADERS

All successful **FOOD** stall applicants must provide proof of the following once their application is approved:

- Documentation from the local authority you are registered with as an outside food trader
- Hygiene certificate
- Public liability insurance (minimum cover £5m)
- Photo of your own stall, if applicable

Gas cooking

If your operation requires the use of gas (LPG or other) in the live preparation of food, you are required to provide an up to date Gas Safety Inspection Certificate.

Stalls will be inspected on the day for full gas safety compliance.

Coal and wood

If you intend to bring a BBQ operation to the event, you will be expected to take all necessary precautions and actions to protect the park ground.

There must be no discharging of burning embers or coals directly onto the grass.

Electricity and generators

All generators must be diesel and preferably super silent.

No petrol generators will be allowed on site.

Fire precautions

All materials used for building, decorating, draping or covering stands must be non-flammable or made non-flammable by impregnating with fireproofing solution.

All traders must provide sufficient fire blankets and extinguishers for their operation. An inspection before the show will take place.

Those traders found not to have the required equipment will not be able to trade until these materials are provided.

Concessions

Concessions are sold separately for alcohol, ice cream and hot drinks.

If any of these products are brought on site for sale by traders, other than by a concession holder, you will be asked to remove them from site or they will be confiscated by the event organisers.

Rubbish and recycling

We are committed to reducing waste and improving green initiatives.

You must:

use biodegradable and compostable food packaging and cutlery

...and will be

- responsible for collectively helping to keep the food zone area litter free
- required to leave no trace of your operation when leaving the site

PITCH PRICES

Please remember to include everything you require to trade within the pitch area you're applying for. Pitch sizes: equal frontage width x depth to a maximum of 3m

Food stalls

Up to 3m pitch £60 3m - 6m pitch £75

Food stalls: Please note there will be a very limited number of pitches available for this event.

Trade / commercial stalls

Merchandise / goods

Up to 3m pitch £45 3m - 6m pitch PoA*

Trade/commercial stalls - merchandise / goods:

We recognise that some traders will simply require more space than others due to the nature of their goods, so we aim to keep the pitch fee at £45 for those trading in larger goods such as furniture. There will be a small changing room available for shared use by clothing stalls.

Trade / commercial stalls

- Services, e.g. hair dressing, facepainting

Up to 3m pitch £45 +

Trade/commercial stalls – services:

The festival is unable to cover costs for additional requirements such as power and will need to make a separate charge as required.

Charity / community stalls

These are specifically for local charities, voluntary groups and voluntary organisations (with a link to the Vintage theme).

Up to 3m pitch £25

For hire

Stalls are available for hire. These will either be a market stall style or 'walk-in' stall. Subject to festival sponsorship and fundraising success, it is hoped that the festival team can include the stall in the pitch hire.

Tables and chairs are also available for hire but these will incur an extra charge.

Enquiries

If you have any additional enquiries please e-mail vintageupthepalace@gmail.com

GOOD LUCK WITH YOUR APPLICATION