

TRADING IN WESTOW PARK 2014

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

2014 OPPORTUNITIES

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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 in 2013 to participate, relax and enjoy the vast array of offerings.

This pack contains all the information required before submitting your stalls application at www.crystalpalacefestival.org

Deadline for applications: 5pm Friday 25 April 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.

Saturday 28 June — trading in Westow Park

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

Setup times

Traders will be allotted time slots to access the site for setup between 7am - 10am All vehicles must be off-site by 10.30am

Trading times

Trading is between 11am and 6pm 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

There is absolutely no parking of vehicles on site during the event

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 pounds)
- 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 type A

- Snacks, sampling and take away sales (not cooked on site/ pre-prepared)

Up to 3m pitch	£100
3m - 6m pitch	£150

Food stalls type B

- Hot food (cooked on site)

Up to 3m pitch	£130
3m - 6m pitch	£220

Food stalls: There is a 20% discount on all fees for businesses based in SE19

Trade / commercial stalls

- Merchandise / goods

Up to 3m pitch	£80
3m - 6m pitch	£150
6m + pitch	PoA

Trade/commercial stalls - merchandise / goods: There is a 20% discount on all fees, and a standard 8ft x 3ft market stall structure is included for businesses based in SE19

Trade / commercial stalls

Services, e.g. exercise and holistic services

Up to 3m pitch	£125
3m - 6m pitch	£185
6m + pitch	PoA

Trade/commercial stalls – exercise and holistic services: There is a 20% discount on all businesses based in SE19

Charity / community stalls

These are specifically for local charities, voluntary groups and voluntary organisations

Up to 3m pitch	£25
3m - 6m pitch	£45

For hire

Stalls and gazebos are available for hire at an additional price

Enquiries

If you have any additional enquiries please e-mail stalls@crystalpalacefestival.org

GOOD LUCK WITH YOUR APPLICATION