



Speyfest Traders Application 2018

Thank you for your interest in being involved in Speyfest 2018. The Festival is returning for its 23rd year and stronger than ever. The Festival runs from Friday 27th to Sunday 29th July 2018.

Please complete the attached Application form, which should be returned to:

Emma Jenkins
22 Stynie Road
Mosstodloch
IV327JN

Or by email attachment emma.jenkins@speyfest.com

Requests for clarification by telephone: 07979104325

Applications must be returned by 31/03/2018

We will allocate pitches by 31/04/2018, and will advise you promptly whether or not your application has been accepted. We will confirm this advice and issue an invoice for the full amount which must be paid in advance in order to secure the pitch.

Cheques will be banked on receipt. Please make sure you have sufficient funds for your cheque to clear at this time. If insufficient we will cancel your application.

Payments are non-refundable.



APPLICATION FORM 2018

Name of Business	
Address	
Contact Name	
Telephone	
Mobile	
Email Address	
Website URL	

PLEASE TELL US ABOUT YOUR BUSINESS(Type and full description of business)

PITCH SIZE/PRICE

It is essential that you fill this section accurately; in order for the space you request to be allocated. It is your responsibility to ensure the accuracy of the sizes.

Your stall is the physical structure or vehicle you trade from. The pitch is the total area you require to include all elements of your trading presence including; support vehicle, guy ropes of any structures, seating etc. Please give dimensions in metres.

Stall size _____ metres (wide) x _____ metres (deep)

Pitch size _____ metres (wide) x _____ metres (deep)

Total Sq. Metres of Pitch (Frontage x Depth) _____ sq. metres

Trading Structure (please tick applicable)

Mobile Unit() Tent() Stall frame () Other () please specify

Pitch type	Size	Cost	Additional Space Required	Additional cost
Basic	6m x 6m	£400	___ m x ___ m	To Be Agreed
Serviced	6m x 6m	£500		To Be Agreed

(includes 240v electric supply)				
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ELECTRICITY & GENERATORS

If using your own generator this will need to be safety checked on arrival to site by our technical team to ensure that it complies with all safety standards and acceptable noise levels. If your equipment does not satisfy our Technicians, we can supply power AT AN ADDITIONAL COST

Please provide details of your generator below.

In event that you require an electrical hook up, please provide details of your “appliances” and full power requirements to allow provision to be made and a price to be quoted.(Standard connection not pre-booked £120.00)

YOUR MENU(Our aim is to provide a variety of food for our visitors and avoid duplication where possible)

Please provide a detailed description of the menu of food to be sold at your stall with this application. Only those items declared on this menu, or as may be agreed by The Festival, may be sold on site. Prices must also be agreed with the organisers prior to the Festival.

WATER

Mains water is not available for individual pitches, but there will be a standpipe on site where Traders may fill containers designed for potable water.

INSURANCE

All Traders must have Public Liability insurance for a minimum of £1,000,000.Evidence of this insurance must be provided prior to the Festival and must be displayed in your stall for the duration of the Festival

FOOD HYGIENE

Any staff working on the Stall must have received appropriate food hygiene training

DECLARATION

On behalf of the entity named as the Business and having the authority to do so, I undertake to abide by Speyfest Terms & Conditions 2016, as printed below, or such amended Terms as may be transmitted to me and to the instructions of the Festival Organisers.

Signed for the Business

.....

Name

Date



Speyfest Terms & Conditions 2018

1. Terminology

- 1.1 Within these Terms and Conditions the use of “We”, “Us” “Organisers” or “The Festival” shall mean Speyfest Association, a Registered Charity, No. SC026956
- 1.2 Also, the use of “You”, “Caterers”, “Traders” and “Vendors” shall mean the business or entity named in the Application Form.

2 GENERAL INFORMATION:

- 2.1 Gates will be open for festival-goers from 1800 hours on Friday 27th July
- 2.2 All Traders will be expected to be in position by 1500 hours and non-pitch vehicles cleared by 1700 on Friday 27th July.
- 2.3 There will be periods during the Festival when vehicles will be allowed on site for re-stocking purposes. These times are generally prior to gates being opened to the public, but Traders should liaise with the Logistics Team Lead
- 2.4 Traders must remain in position until close of the festival at Midnight on Sunday 30th July

3 Accommodation

- 3.1 Camping is not permitted on the Festival site. Information on local accommodation is available from the Festival website www.speyfest.com

4 Catering

- 4.1 To avoid duplication of sales, you must supply the Festival with a full menu in advance with locally acceptable and agreed prices. Goods not described on the menu must not be sold.
- 4.2 Caterers in breach of this agreement may be asked to leave the site.
- 4.3 Caterers may be asked to provide meals and snacks for the volunteer site workers and volunteers at discounted rates.
- 4.4 Vendors are not permitted to sell alcoholic beverages

5 Dogs

Dogs are not allowed on the site.

6 Electricity

- 6.1 The Festival will provide general site lighting.
- 6.2 Caterers own generators will require a safety inspection and authorisation for use by our Technical Team prior to use.
- 6.3 Mains power can be provided by the Festival, a quotation will be provided on receipt of your consumption requirements.
- 6.4 Caterers will be responsible for the safe wiring of installations in their own units.
- 6.5 Caterers should ensure that their equipment is protected by a correctly rated fuse in the 13-amp plug top.
- 6.6 All equipment must be wired to a high standard and carry current PAT Test Certificate.

7 Inspection & Registration

- 7.1** Local caterers will be expected to be registered as a food business with Moray Council
- 7.2** All Catering/Food outlets shall be subject to inspection by and the acceptance of Moray Council
- 7.3** Any staff working on the Stall must have received appropriate food hygiene training

8 Insurance

- 8.1** Each Vendor must have Public Liability Insurance for at least £1,000,000.
- 8.2** A copy of the valid Public Liability Insurance certificate (covering the Festival period) should be sent on acceptance. The original must be produced at the Festival.
- 8.3** We provide site security as a deterrent only and shall not be held liable for theft or damage to the Vendors equipment or goods.
- 8.4** Vendors should ensure that they have a valid insurance cover for theft or damage to their equipment or goods

9 Waste management

- 9.1** Concessionaires are responsible for the disposal of litter from their units. We will provide bins for recycling of plastic, glass, cans, and organic waste.
- 9.2** All packaging must be 100% biodegradable and compostable, e.g. cardboard / paper / wood / corn starch, etc. rather than polystyrene / plastic. Fines will be imposed for non-compliance and caterers found to be using non-compliant materials will be required to cease trading until the issue has been resolved
- 9.3** No glass but soft drinks may be served in plastic bottles. Cans may be sold for the same price as at the festival bar.
- 9.4** Waste cooking oil can be recycled so please ensure this is retained to be disposed of appropriately. Do not pour onto the festival site.
- 9.5** On departure your pitch must be cleared of all rubbish and left as you found it.

10 Noise

No public address equipment, radios, CD players, noisy engines, unsilenced generators or amplified musical instruments are permitted on any catering unit.

11 Opening Times

Opening times of your unit throughout the event will be in line with the licensing conditions, i.e. approximately

Friday 27 th July	6.30pm – 01.00am
Saturday 28 th July	1.30pm – 01.00am
Sunday 29 th July	1.30pm – 12.00am

12 Setting-up & Taking Down

- 12.1** Access to the Festival site is available from 9am on Friday 27th July or earlier by prior arrangement only.
- 12.2** Catering units must not be sited or erected prior to consultation with Mr Iain Macleod (Logistics Team Lead).

Speyfest Association SCIO SC046959

- 12.3 Setting up must be completed by 4pm on Friday 27th July – One hour before gates open and be ready for inspection by local environmental health officers.
- 12.4 Vehicle access is available from 9am – 12noon each day for deliveries. At all other times, vehicles must be removed from the site.
- 12.5 We reserve the right to restrict vehicle access further if ground conditions dictate.
- 12.6 The site must be cleared by 12 noon on Monday 30st July.

13 Tickets & Permits

- 13.1 Each pitch is entitled to *4 staff permits. (*Negotiable).
- 13.2 If you require additional permits, these may be purchased from the festival.

14 Pitch Space

- 14.1 Sub-letting of Pitch space is not permitted.
- 14.2 Metal frame structures with overhanging top poles and overhanging goods are not permitted.
- 14.3 Final layout of stalls will be at the Organisers' discretion, and your exact position will be agreed on arrival.
- 14.4 There will be space in front of each stall for seating which we would encourage.

15 Water

- 15.1 Mains water is not available on the Festival site.
- 15.2 You will need to provide clean and safe water containers and conform to Local Authority regulations.
- 15.3 Waste water must be collected into appropriate containers & removed to official waste disposal points

16 Safety

- 16.1 LPG bottles, whether full or empty, shall not be stored adjacent to marquees, cooking appliances, or in areas designated for the public.
- 16.2 Caterers will be responsible for removing their empty bottles away from their stalls and full bottles that are not in use must be stored securely away from public areas.
- 16.3 On departure do not leave any LPG bottled on site.
- 16.4 Each concessionaire must bring a suitable fire extinguisher(s).

17 Security

- 17.1 The Festival provides general site security. Such security is provided as a deterrent and neither the Festival nor the security firm can be held responsible for any loss or damage to property or equipment.
- 17.2 We reserve the right to remove any caterer whose stand does not, in our reasonable opinion, meet the required standards of safety or does not comply with these or any other terms and conditions.

18 Cancellation

- 18.1 In the unlikely event of the festival being cancelled, we shall endeavour to let you know as soon as possible.

19 Liability

- 19.1 Speyfest will not be liable for any costs that you have incurred in connection with the festival.

20 Disputes

20.1 Any dispute shall be settled in Scotland, under Scottish Law.