



BEDFORD
BOROUGH COUNCIL

BEDFORD
RIVER
FESTIVAL



Bedford River Festival

Saturday 14th & Sunday 15th July 2018

Trade Pitch Pack

Bedford River Festival 14th & 15th July 2018

The award winning Bedford River Festival will return on 14th and 15th July 2018!

The 2016 festival saw record visitor numbers with over 250,000 spectators and participants on site over the weekend and we expect larger crowds in 2018 as the festival continues to build on previous successes with its colourful milieu of live entertainment, river events, parade, funfair and fete with activities as diverse as raft races, fireworks, sports, arts and heritage villages.

Indeed, entertainment features strongly at the event with displays from local community groups in the arts and sporting worlds, to a multitude of professional acts. The Bedford River Festival is free to the public and offers numerous opportunities to participate in, or just to relax and enjoy a vast array of activities and entertainment across a 105 acre site.

This trade pack contains the information and necessary documents to enable you to submit an application for trade and charity space at the festival.

Please read the information carefully before completing your application. Please refer to the information regarding deadlines as it is likely (as in 2016) the festival will be over subscribed for trade pitches across the site.

Your Involvement

Your application should be returned to:

✉ **RF2018 Trade Manager,
Bedford River Festival,
4th Floor, Borough Hall,
Cauldwell Street,
Bedford MK42 9AP**

For further information, please contact me on
(01234) 718616 or email events@bedford.gov.uk

Check the website
www.bedfordcornexchange.co.uk/outdoorevents
for up to date information.



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 CAREFULLY.

Complete the Festival trading application forms fully and ensure that it is signed.

Ensure that the contact name on the trading 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 2018 Bedford River Festival.

Read the Terms and Conditions, which contain important information which will affect your application, then complete the Terms and Conditions Acceptance Sheet. Please note that this is your contract with Bedford Borough Council.

Ensure that the application form is returned with the Terms and Conditions acceptance sheet, a photograph of the unit(s) you will be bringing to the Festival, 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 a marquee, or infrastructure such as inflatable's, a copy of the safety certificate, method statement, manufacturer's guidelines and a risk assessment must be included with your application).

Applications may only be made for the entire duration of the Festival (both Saturday 14th and Sunday 15th July 2018). It is not possible to apply for space for one day only. Applicants must allow sufficient space to accommodate guy ropes, tow bars and overhangs within the pitch space requested.

Deadlines and Application Information

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, and funfair other rides, shows and attractions at the festival, 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.

Any applications for Bars, Sweets, Catering or Slush will need to submit a tender.

All applications will be assessed and the successful applicants allocated a trading site and then 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 return completed terms and conditions, insurance and signed trading application and bond form.



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 & Generators

All generators wherever possible must be diesel and supersilent. 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. An electrical safety plan will also need to be submitted for any electrical installations on site.

Trade Information

Setup Times

Traders can access their pitches and set up during the following times:

Thursday 12th July, 08.00 hrs - 19.00 hrs

Friday 13th July, 08.00 hrs - 20.00 hrs

Site Access Service Times

Saturday 14th July, 06.00 hrs - 09.00 hrs

Sunday 15th July, 06.00 hrs - 09.00 hrs

Festival Opening and Trading Times

Saturday 14th July, 11.00 hrs - 23.00 hrs

Sunday 15th July, 11.00 hrs - 20.00 hrs

All units and exhibitors must remain open during trading times.

Breakdown Times

Sunday 15th July, from 21.00 hrs

Monday 16th July, 08.00 hrs - 18.00 hrs

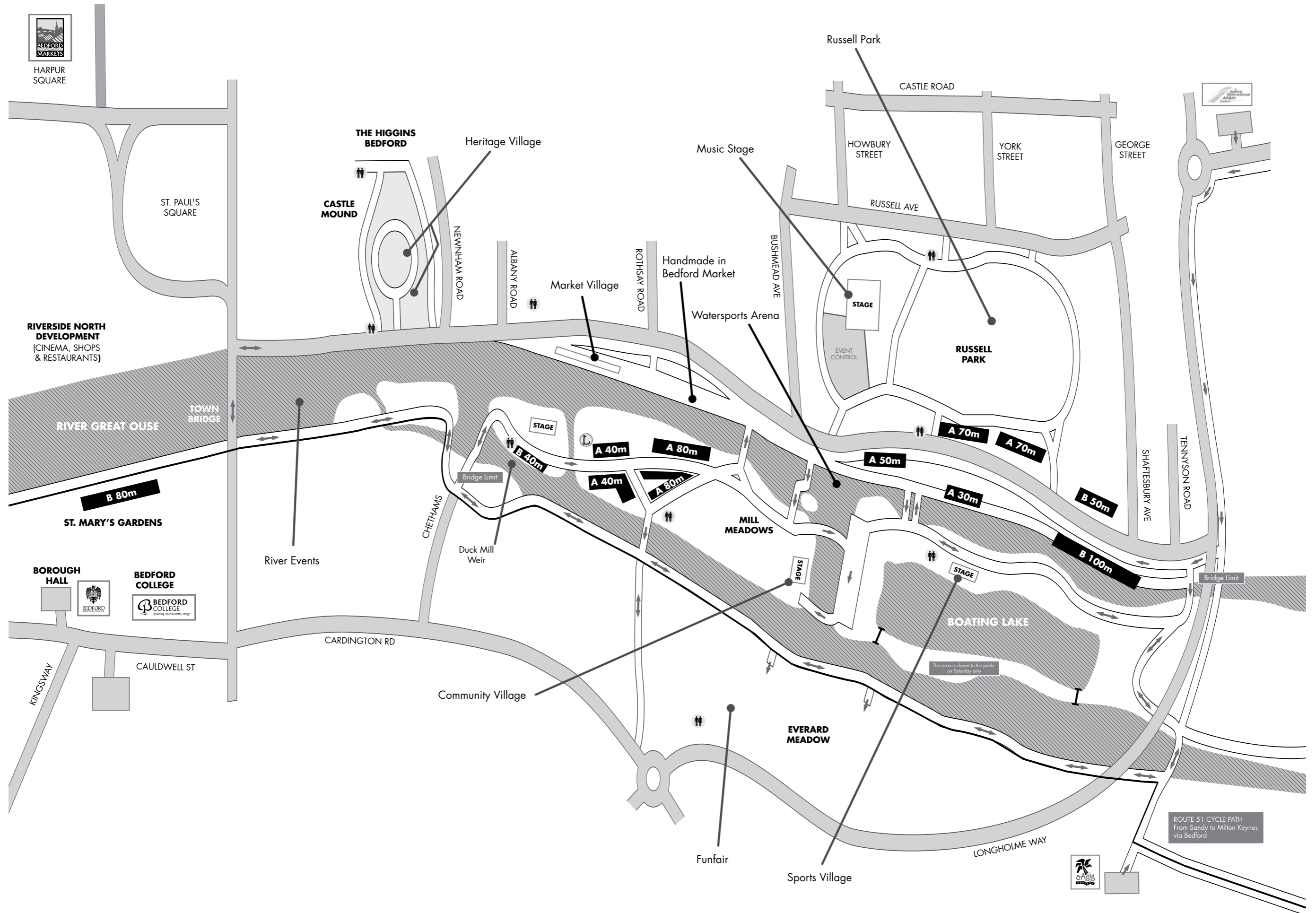
Tuesday 17th July, 08.00 hrs - 16.00 hrs

All traders must be off site by 16.00 hrs on Tuesday 17th July 2018.

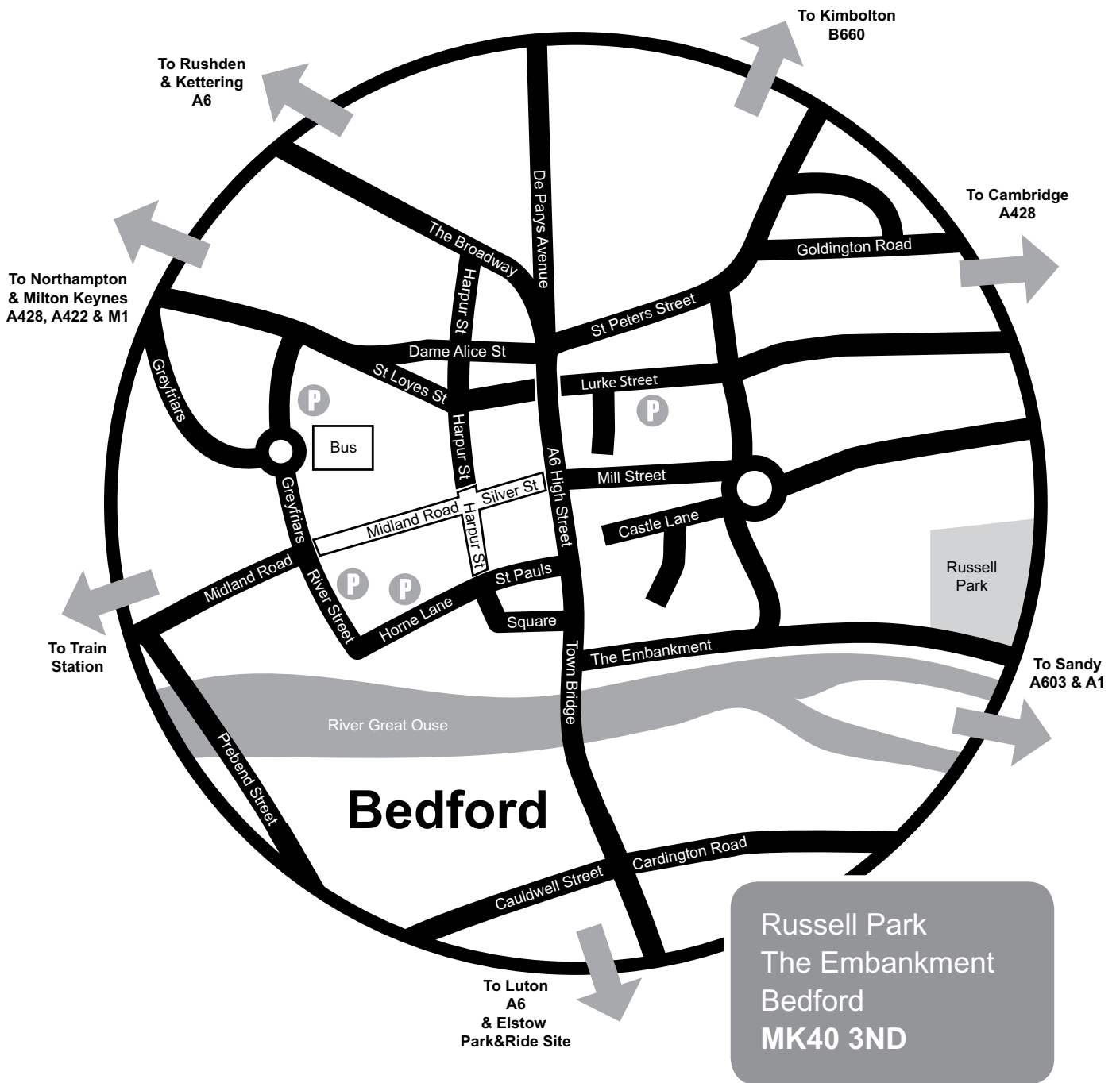
Checklist

- | | |
|--------|---|
| Step 1 | Choose your trade pitches (refer to enclosed site plan). |
| 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:
RF2018 Trade Manager,
Bedford River Festival,
4th Floor, Borough Hall,
Cauldwell Street,
Bedford MK42 9AP
<i>Please mark all correspondance as 'RF2018 Trade'</i> |

You will be informed as soon as possible if your application has been successful



Local Area Map



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 created for the Festival.
- 1.2 **“Allocated Space/Pitch”** shall mean the space/ pitch and size of pitch allocated to the Trader by the Council, in metres.
- 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 09.00 hours on the set up day to prepare his/her outlet.
- 1.5 **“Festival”** shall mean the event or festival.
- 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 the 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 Festival, 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 Festival.
- 1.12 This contract does not give exclusive selling rights at the Bedford River Festival.

2. LICENCES

Subject to the Terms and Conditions in this Agreement the Council gives the Trader the rights in this licence. This gives the Trader the 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 Festival 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 Festival.

- 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 Festival subject to the Terms and Conditions of this Licence.

3. GENERAL REQUIREMENTS OF THE TRADER The Trader SHALL

- 3.1 Pay the fees 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 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.
- 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 Festival 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 Festival within the due date for inspection.
- 3.5 Permit the Council's duly authorised officers to enter and inspect the Outlet/stall at any time during the Festival.
- 3.6 Keep the Allocated Space clean and tidy and clear of rubbish during the Festival. Before leaving the Site at the end of the Festival 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 being with held.
- 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. Caterers should also ensure all common areas including tabled and food courts are kept clean and tidy at all times.
- 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. All Access Ways must be kept clear at all times.
- 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 any goods or services sold or displayed at the Outlet DO NOT pose a potential risk of fire or any other hazard, replica weapons, guns etc are not permitted to be sold at the festival, any trader found selling such items will have them removed from their stall or be asked to leave the festival. 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 Festival. 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. Generators will be inspected by a member of the Events Team or Health and Safety. Noise from generators must be kept to a minimum and only "super silent" type generators should be used. All generators should be properly barriered to the satisfaction of the Events Team and Health and Safety Officer and be away from the public and public walkways. An electrical safety plan will also need to be submitted for any electrical installations on site, at your pitch.
- 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 Festival. If the Council is not completely satisfied that the Trader has complied with this requirement, then the Trader may have their bond with held and be liable for the payment of additional monies, over and above the bond, to the Council for the Council remedying the damage.
- 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 and other rides, shows and attractions at the festival. This is to ensure fairness, avoid duplication and create an interesting and varied festival 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 of their inclusion in the festival.
- 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 anything 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/third party.
- 4.6 Neither the Allocated Space, the Outlet, nor any part of them may be sub-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. If notice is 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 Festival, or if the Trader is not behaving in accordance with the strict standards of correct and decent behaviour demanded by the Council. This includes counterfeit goods and other such items. Trading standards officers will also be in attendance over the festival weekend.

5. PAYMENT OF FEES

- 5.1 The full site fee is payable prior to the festival. The trader must trade for the full duration of the event/festival. All traders irrespective of their status must trade for all the opening hours stated, unless permission has been granted in writing and 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 Festival but no more 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. The trader will be informed immediately after the festival if their bond is to with held and the reasons why.

The trader will have 14 days to appeal against this decision in writing.

- 5.3 The Site Fee together with the bond of ONE HUNDRED POUNDS (£100) referred to in 5.2 must be received by the Council. If the Trader fails to comply with this condition they will lose the right to use the Allocated Space, and the Council may allocate the Allocated Space to another trader. The Trader will not be refunded the Site Fee.
- 5.4 Traders will receive 50% of their total fee, including bond, refunded if the cancellation is received at 60 days prior to the festival (16th May 2018) If notice is received between 30 and 60 days, (16th June 2018) 25% of the total fee will be refunded and site bond. No refunds, except the £100 bond fee, will be given in the 30 day period to the start of the festival.
- 5.5 Cheques shall be made payable to "Bedford Borough Council" and sent marked for the attention of Events Team at the address given. It is also possible to pay the fee by debit/credit card - please contact the office for further details.
- 5.6 The Trader acknowledges that, notwithstanding his/her 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.

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 Events Manager.
- 6.3 Comply with the application together with the specifications and prices applied.
- 6.4 Only outlets expressly licensed to do so by the Council shall offer food or refreshment for sale or for consumption.

The Trader SHALL NOT

- 6.5 Offer animals for sale or as prizes, sell or display alcohol, catering, sell ice creams or any similar product.
- 6.6 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.
- 6.7 No sub letting of the traders pitch is permitted.
- 6.8 Leafleting on the festival site or car parks is not permitted.

Concessions and Franchises

- 6.9 Children's' rides and amusements, catering, bars, glow sticks, foil balloons, slush and sweet stalls/pick & mix, will be allocated as separate franchises and are for the sole rights (subject to individual limitations see individual tender forms) at the festival. Tender applications for all franchises and concessions are available on request from the River Festival Office subject to the franchises not been let.

7. SITE MANAGEMENT

- 7.1 Once the Council has received sufficient applications to fully book the Festival 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 festival.
- 7.2 The Council will try to allocate spaces in accordance with the Trader's choice of zone, 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 festival 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 Events Manager and in line with the terms and conditions.

- 7.3 Prior to the festival the Council will notify, in writing, all successful applicants of the location of their Allocated Space on the site. Upon receipt of this 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. No discussions will be entered into regarding an Allocated Space at the festival. No site refunds will be given with reference to an Allocated Space at the festival.
- 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 and has been accounted for within the allocated pitch area. Permission in writing must be sought from the Events Manager for this supply vehicle to be on site.
- 7.5 Only vehicles listed on the site application form can be included in their Allocated Trading Space within the allotted area, as agreed on the trade application.
- 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 Festival 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 and vehicle movement procedure.
- 7.7 The Trader shall comply with and co-operate fully with any request by the Council to move the Supply Vehicle and/or his/her 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 s/he remains 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 his/her vehicles off the festival site.
- 7.10 The Trader may be granted Early Site Entrance for the purpose of bringing his/her Outlet to the Site and readying his/her 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 Festival, 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 11.00 hours on Saturday 14th July 2018 and shall continue to trade until 22.30 hours on that day but trade no later than 23.30 hours.
- 7.11.2 Commence trading by 11.00 hours on Sunday 15th July 2018 and continue to trade on that day at least until the end of the Festival at 20.00 hours.
- 7.11.3 Be aware that if the Trader arrives after the stated arrival time in the final detail information s/he may be refused vehicular access on to the Site, as the site will be closed to vehicular traffic. It is the Trader's responsibility to inform all staff, helpers and volunteers of timings of access to the site.
- 7.11.4 Not leave the Site before 23.00 on Saturday 14th July 2018 and 20.00 hours on Sunday 15th July 2018. No vehicle may be brought on to or leave the Festival site without prior confirmation from the Event Management Team, either in person or via a PA announcement. This will result in the forfeit by the Trader of the ONE HUNDRED POUNDS (£100) bond, and thereafter vehicles will not be allowed back onto the Festival site.
- 7.12 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 **On-site Security Responsibilities**
We have on-site security and stewards who patrol the site - this is not static. The responsibility for stock, equipment, stall, vehicles and any other infrastructure, is the sole responsibility of the Trader, and the Trader's insurance documentation should reflect this.

If there is bad weather before or during the Festival 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. No refunds will be given should the festival be cancelled due to reasons beyond the control of the Council such as weather related issues. No refunds will be given if the festival is cancelled as a result of any adverse weather conditions, nor as a result of changes to the entertainment programmes at the festival. The Council does not accept any liability for any form of compensation for any losses sustained by the trader due to cancellation of the festival for whatever reason.

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 River Festival
Bedford Borough Council, Borough Hall,
Cauldwell Street, Bedford MK42 9AP*

Tell/Fax: (01234) 718616

Email: events@bedford.gov.uk

Trade Information

The Site

Mill Meadows is only accessible by a bridge with a 5 tonne weight limit and a maximum width of 2.5 metres. Any units which are bigger than this cannot be located on the Mill Meadows site. All other areas have unrestricted access. Please see enclosed plan.

Pitch Prices & Contract Details

Pitch prices are divided into three distinct groups; A Rate, B Rate and Charity Rates.

All prices are for pitch space on both Saturday 14th and Sunday 15th July 2018. Prices quoted are for the trading frontage of each stall and are based on a maximum depth of 5 metres. Prices for space greater than 5 metres depth and/or above maximum frontage should be discussed with the Event Management Team. Please remember to include EVERYTHING you require to trade within the pitch area. If you have booked a 10 metre x 5 metre pitch this will be the exact space available to you for trading at the Festival. Please contact us if you require more than 5 metre depth as this will effect your position on site.

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.

Charitable Pitches

Listed over the page are the discounted prices for charities, voluntary groups and organisations who wish to attend the Festival. Pitches from 3 metre - 5 metre in frontage are discounted from the commercial rate. If a charity or voluntary organisation wishes to have a pitch bigger than the discounted sizes then extra metres will be charged at the commercial rates. Please note charity and voluntary groups must supply a Registered Charity Number and list their activities, on the application form.

Other Categories

Please note the pricing structures do not apply to the following activities: Catering, Pick & Mix Confectionary/ Sweet Stalls, Helium Balloon Sellers, Glo-Stick Sellers.

All of these activities will be limited and subject to tender. Please apply to the Events Management Team for the appropriate tender documentation.

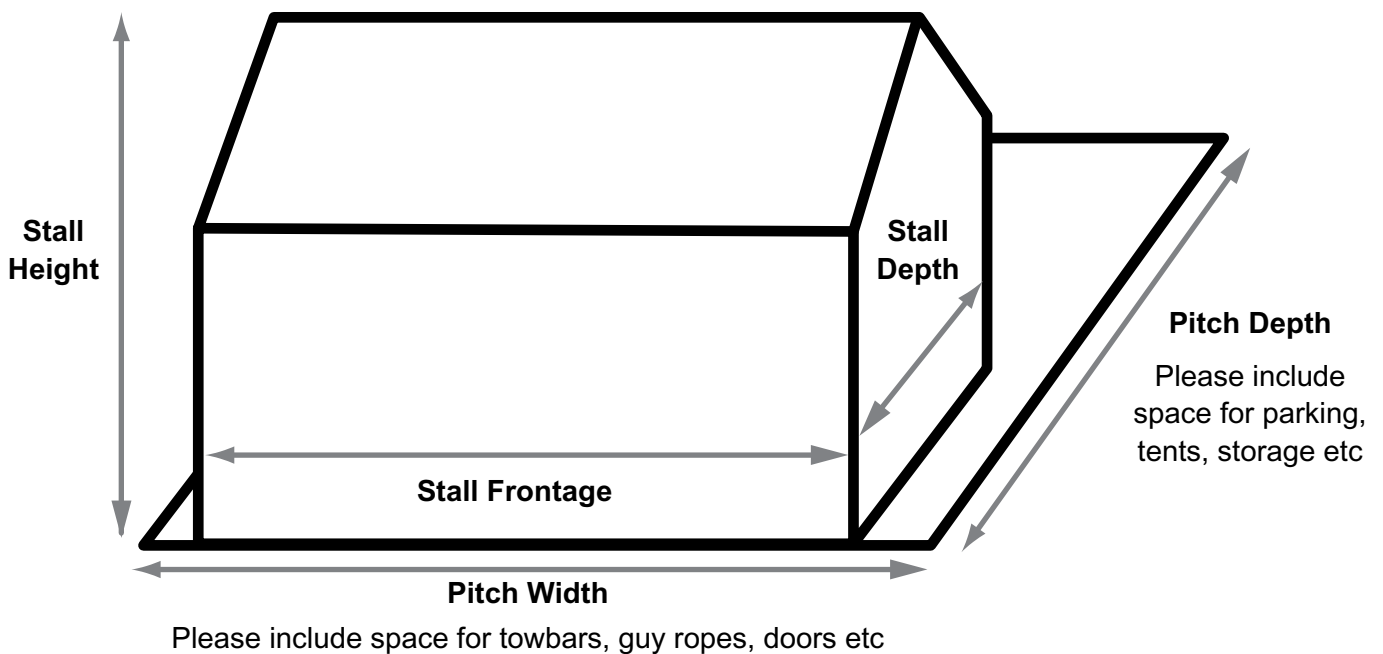
Trade Information

Trade / Commercial	A Rate	B Rate
3 metre pitch	£410	£230
4 metre pitch	£570	£280
5 metre pitch	£690	£350
6 metre pitch	£855	£490
7 metre pitch	£990	£530
8 metre pitch	£1120	£580
9 metre pitch	£1230	£660
10 metre pitch	£1290	£700
11-15 metre pitch	£1495	£750

Charity	
3 metre pitch	£195
4 metre pitch	£250
5 metre pitch	£315

Face Painters, Henna Tattoists and similar activities	
2 metre pitch	£195
3 metre pitch	£250

Other pitch sizes available on request



These measurements MUST be accurate as they determine where you are placed on the site.

Traders Application Form - please return this section

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

Which location would you like to trade? Please rate these in order of preference.

The Council will try to allocate spaces in accordance with the Trader's choice of zone, 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. Please note: Embankment pitches are adjacent to Russell Park and the river, NOT the Promenade.

Site	A Rate	B Rate
Mill Meadows		

Site	A Rate	B Rate
Embankment (Riverside)		
Embankment (Parkside)		
St. Mary's Gardens	N/A	

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

This will be the total pitch space allocated to you. There will be no additional space for infrastructure, guy ropes, vehicles or trading this must all be accounted for in your total pitch space.

.....

What is the total depth of your stall/unit?

This will be the total pitch space available. There will be no additional space for supply vehicles or camping.

.....

Does this depth must include space for one supply vehicle per pitch space available to you?

(delete as appropriate)

Yes No Supply Vehicle

If you require a supply vehicle on site, please state the type, width and length of the vehicle and the reasons why this vehicle is necessary. This should also be part of your overall pitch requirement (see above). Additional supply vehicles will only be allowed on site if they are essential to your operation and at the Event Managers discretion.

Type of Vehicle: Width: Length:

Reason:

.....

What is the total height of your stall/unit?

Please include the height of any flag poles, awnings etc so we can position you appropriately taking into account the location of trees.

.....

What is the total weight of your unit including any towing vehicle?

Some parts of the site are only accessible by bridges with a 5 tonne weight limit (please see site plan).

.....

Traders Application Form - please return this section

Unit Details / Requirements

Please state the type of vehicle/trailer you will be bringing the unit in and the total size including any towing vehicles (e.g. transit van and trailer).

Please state the type of stall you operate and give a description of the products sold for each pitch tendered.

Please indicate the price range of goods for sale (e.g. £1 to £20, please include any menus).

Will you be bringing a generator? If so, how many?

All generators (where possible) must be diesel and supersilent. 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 festival site. An electrical safety plan will also need to be submitted for any electrical installations on site.

When would you arrive to set up your stall/unit?

Please note that there will be no vehicle access to site after 8am on Saturday 14th July.
(please tick the appropriate box)

Thursday 12th July, 8am - 6pm

Friday 13th July, 8am - 8pm

Additional traders parking for supply/other vehicles will be available at the Bedford Athletics Stadium at a cost of £5 per vehicle/car per day.

Vehicle Type:

Will you be staying on site over night in your pitch?

If yes, please state the number of people staying on site and whether this will be in a caravan, tent or in your stall/unit (delete as appropriate).

Yes No

Number of people on site: Car Caravan Tent Unit

All tents/caravans must be included in the pitch space booked.

Trade Application Form - please return this section

Charity Applications Only

What is the main purpose of attending the River Festival?

Fundraising Promotion

Registered Charity Number:

(If the purpose is Promotion, please refer to the Guidelines for making an application and detail the on site activities you could provide below or attach a separate sheet if necessary).

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:

**RF2018 Trade Manager,
Bedford River Festival,
4th Floor, Borough Hall,
Cauldwell Street, Bedford MK42 9AP**

or email to: events@bedford.gov.uk

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 718616



Bedford River Festival

4th Floor, Borough Hall
Cauldwell Street
Bedford MK42 9AP



events@bedford.gov.uk



www.bedford.gov.uk



www.bedfordevents.co.uk



www.twitter.com/BedfordEventsUK