



The Spirit of Tenterden Festival

21-23 August 2020 (Fri 4pm-10pm; Sat 10am-10pm; Sun 11am-5pm)

Tenterden Recreation Ground, TN30 6RA

STALLHOLDER APPLICATION FORM

I/we wish to apply for a pitch to trade at the Spirit of Tenterden Festival on 21-23 August 2020. Filling in this form does not guarantee a space at the Festival; If your application is accepted, you will be sent payment details. Acceptance does not grant exclusivity to any stallholder.

RETURN COMPLETED FORM TO

Email stalls@spiritoftenterden.co.uk

Post/Hand delivered This Ancient Boro, 3 East Cross, Tenterden, Kent TN30 6AD

PLEASE PRINT IN CAPITALS

What is your name?

What is your business trading name?

What is the full address of your business including postcode?

What is your email address?

What are your telephone numbers? List both landline and mobile numbers

What is your website name (or any other online presence)

What are your social media accounts: Facebook, Twitter, Instagram?

Facebook	
Twitter	
Instagram	



PITCH REQUIRED

TYPE OF PITCH	Size of pitch	Cost of pitch	Tenterden 50% discount	Within 25 miles 25% discount	Rest of Kent/East Sussex or elsewhere
Food & Drink Catering - selling food and alcoholic drink for consumption on site (plus £100 for a basic double electrical socket - there is no discount applicable to this item)	6x3	£600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Drink Retail - selling food for consumption off site eg fudge, cakes, jam, chilli sauce, cases of wine (you may offer samples on your stall)	3x3	£200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Retail - selling goods eg antiques, collectables, other items	3x3	£100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Made Products - owner made, the majority of items to be hand-made eg clothes, wooden items, pottery etc	3x3	£80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local charities, community groups, societies (free at the discretion of the organising committee)	3x3	£0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larger pitch required (please apply for price)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICITY

Electrical hook up is compulsory for Food Catering units, other stalls can choose to have an electrical hook up. The organisers will be providing general public lighting so stallholders don't necessarily need to bring their own but you might prefer to make your stall more obvious with enhanced lighting.

REQUIREMENTS	YES	NO
Electrical Three Pin Double Socket required £100 (specify type required below) – no discount applies to this	<input type="checkbox"/>	<input type="checkbox"/>
Electrical - other requirements needed, please specify in the question below	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRIC HOOK UP

If you have chosen electric hook up above please tell us about any appliances you are bringing and their wattage. What type of socket do you need e.g. round pin socket?



YOUR STALL

Please describe your stall set up (eg gazebo, food truck or other) including the exact the size of your stall, please tell us about tow bars, guy ropes, vehicles that form part of your stall, etc

WHAT ARE YOU SELLING

Please list/describe what you will be selling, if you have chosen the “Hand Made Products” section what percentage of your goods are handmade?

I/we agree/understand/confirm

- we will have the correct insurances in place for August 2020, eg £5 million public liability insurance (you will need to provide a copy of your insurance certificate)
- if a food stall we have a food rating of 4 or 5 (or the equivalent)
- if using oil or other products for cooking we will protect the ground with matting, cardboard or similar. All damage to the ground must be made good or costs will be charged for repair
- we are not a food stall
- if bringing gas cylinders to the event we will store, use and secure correctly
- if using gas cylinders or fires we have the relevant fire safety equipment eg extinguishers, fire blankets
- we are not bringing gas (or not sure yet)
- if bringing a generator to the event our generator is silent (if you attend the event with a generator that is not silent and you subsequently cannot run your stall no refund will be given) (NOTE generators cannot be filled on site)
- we are not bringing a generator (or not sure yet)
- we understand that all electrical equipment brought onto site must have a current PAT certificate or it will not be allowed to connect to the event’s electrical supply (if any equipment trips a circuit breaker it must be immediately isolated and left unused, no refunds will be given if equipment cannot be used due to the above, and supplementary charges will be levied to cover any damage caused)
- we are not bringing electrical items (or not sure yet)
- we understand we are responsible for bringing our own gazebo/marquee and all equipment including any tables & chairs we need
- we understand we must vacate the venue by 7pm on the Sunday at the end of the event (your pitch must be left in the condition you found it)
- we understand that if selling alcohol a TENS licence (Temporary Event Notice) will be required from Ashford Borough Council. We understand this is our responsibility to do this and failure to comply will mean we will be unable to sell alcohol at the event
- we are not selling alcohol
- we understand that we must not pack up our stall before the finish time specified above unless agreed in advance with the organising team but please be aware that no vehicle movements can occur while the event is in progress
- we understand that parking is not permitted behind or adjacent to the stalls (unless you have pre-arranged this with the organisers) (You will be told nearer the time what time you can go on site each day. If deliveries arrive outside of the allowed times, then goods will need to be transported to your pitch on foot) (there will be limited parking for stallholders on site)
- we understand that no vehicle movements can occur while the event is in progress
- we understand that drip trays must be placed under any vehicles and plant brought onto the Recreation Ground and no diesel oil or other fuels may be spilled on the grass or other surface



- we understand that vehicles must not be parked on (or must not obstruct) paths on the Recreation Ground
- we understand that all stall rubbish must be removed at the end of each day & not left on site, all food stalls must provide a rubbish bin/bag by their stall
- we understand we are responsible for the behaviour of everyone working on our stall
- we understand that knives and sharp utensils must be kept out of reach of the public at all times
- we understand our gazebo must be securely tied/weighted down and any trip hazards e.g. guide ropes will be clearly marked and appropriate matting/trackway will be used
- we understand that spikes and/or pegs must not be driven more than 18 inches vertically into the ground
- we understand we are not permitted to sublet stalls
- we understand that it is not permitted to give pets/animals away as prizes

ANYTHING ELSE?

Is there anything else you would like to tell us

CANCELLATION

If cancelled less than 14 days of the event the charge will be 100% of the pitch price and electrical connection cost. Otherwise the cancellation charge will be 50% of the pitch price only. The organisers reserve the right to cancel the event at any time in unforeseen circumstances. You will not be entitled to a refund of any monies paid if you fail to attend the event.

PAPERWORK

The paperwork listed below must be received no later than two weeks before the festival. If we do not receive this, you will not be permitted to trade at the festival.

- Detailed list of food/menu/goods to be sold
- If selling food - signed allergen form - if applicable
- Public, Product and Employers Liability insurance
- Copy of Food Hygiene certificate if applicable
- Copy of Risk Assessment
- Copy of gas testing certificate if applicable
- Copy of TENS notice if applicable

RUBBISH

- Traders are responsible for catering waste, litter on their pitch and in the small public area directly in front of the pitch. Litter on general site is the responsibility of the festival organisers
- No facilities will be provided for the disposal of cooking oils, hot coals and waste water
- Any trader found using public bins, or leaving food or other waste behind on site will be liable to pay additional charges

WHAT HAPPENS NEXT

Your application will be assessed, and we will respond to you as soon as possible. Priority will be given to local traders. Due to high demand we will be limiting the number of exhibitors with the same product range. If your application is accepted, you will be sent payment details (Tenterden Town Council bank details). Please note, non/late payment or if we are unable to contact you, may result in your application being cancelled and your pitch given to someone else on our waiting list.

ADDITIONAL INFORMATION

Additional information will be provided nearer to the event including set up times.



ONLINE FORM

You can also fill in this form online, please see the link to the online form on www.spiritofenterden.co.uk

Twitter @spirittenterden

Facebook @spirittenterden

Instagram @spirittenterden

Thank you !