



VILLAGE KIDZ FEST 2024

Trade/Exhibition Application Pack

Event information:

Date: Saturday 06TH JULY 2024

Time: Open to public from 10AM TO 5PM (Live music for families from 5.30pm)

Village Kidz Fest is holding a festival at Brantham Leisure Centre, New Village, Brantham, Cattawade, Manningtree CO11 1RZ

The show site will be on the grassed area of BLC and indoors at the Leisure Centre. Featuring site catering, trade stands, entertainment and attractions for children.

Trade/ stand fees will be as below

| Size | Cost |
|----------------|------|
| Up To 3 Metres | £25 |
| Up to 6 Metres | £50 |
| Catering vans | £250 |

Trade Information:

Site:

It is **not possible to guarantee an exact stand location.** Sites will be allocated on the day.

Children's Charity Stands:

Registered charities can have a pitch up to 3 metres free of charge and must submit their registered charity number and insurance where applicable along with their application form.

Set up:

For your convenience set up is available from:

Saturday 06th July 2024 From 6am

All exhibitors and traders are encouraged to remain open throughout the duration of the event.

Set down:

Exhibitors/traders are requested to commence their 'set down' from 5pm and the event organisers will instruct traders/exhibitors when it is safe to leave the site once we are satisfied that the site is reasonably clear of public and any other obstructions.

Please note you are encouraged to supply your own power as access to electric is limited. Please advise organisers prior to event if you are unable to do so.

Public walkways must be always kept clear. Under no circumstances must traders exceed their allocated space unless authorised by the Site Manager Louise Madley. Traders who breach this regulation may be asked to leave the site, be relocated (if space allows) or charged for the additional space...

Parking:

Parking is permitted within the site venue in the front car park. This is being allocated for staff/traders and disabled parking only.

Exceptions to parking will be permitted for those vehicles forming part of your display such as refrigerated/exhibition or food vendors' vehicles are at the discretion of the event organisers.

Alternative parking is not the responsibility of the event organisers. Parking will need to be found around the site for all other vehicles.

Please note there will be a designated vehicle on/off area within the site venue, it is also for use by the Emergency Service and needs to be kept clear at all times.

Security:

As the event is only over 1 day all stallholders/vendors oversee their own security.

Hazards:

A current copy of the following certificates will need to be submitted with your application where gas or electric is to be used.

- Gas safety certificate.
- Certificate of electrical testing.

Generators:

Generators must be operated in accordance with the relevant Health and Safety Standards, segregated from the public and protected by suitable covers or barriers with a suitable fire extinguisher positioned close by.

Fuels:

Provision must be made for the safe and secure storage of all types of fuels with suitable fire extinguishers positioned close by.

Trade Waste

All traders must remove their own waste from the site.

Weather

Any adverse weather conditions will activate contingency plans that will be executed by the Village Kidz Team. The show will go on. Please be advised that stall holders will need to bring their own shelter where possible. Please advise the team if you will need any further guidance by emailing villagekidzfest@outlook.com

Booking:

Important information before booking:

Stallholders Vendors must apply and pay for sufficient space for all stays and guy-ropes required for any building, gazebo, caravan, or vehicle (including tow bar for caravan/vehicle) to be erected.

Payment arrangements:

ALL stallholders/vendors MUST pay their total fee 8 weeks prior to the picnic by Saturday 11th May 2024 **returned with the completed application form** and **MUST** include: (whichever applies)

1. A copy of your current Public Liability Insurance.
2. Gas safety certificate (if applicable)
3. Certificate of electrical testing (if applicable)
4. Health & Hygiene certificates (If applicable)

Checklist – the following details MUST be returned with the application:

- Fully complete and return the official application form to villagekidzfest@outlook.com or Village Kidz Fest Team, Unit 2 New Cottages, Street Farm, Brantham CO11 1PJ
- Enclose any supporting documents required e.g., Public Liability Insurance, Gas &/or Electricity safety certificates, Health & Hygiene certificates & Risk assessment forms.
- All payment can be made to:- AP SERVICES ACCT NO.20021419 SORT CODE 09-01-28 REF SURNAME OR BUSINESS NAME/FEST

Up to 3 Meters ☐ Up to 6 Meters ☐

Company Name:

Registered
Charity Number

Contact Name:

Address:

Postcode:

Telephone:

Mobile:

E-mail:

Web:

Description of
content:

Time to
dismantle:

Description/height of any
structure being erected*:

****All gazebos must be of a sound structure and able to withstand any adverse weather conditions which may occur.***

Does a vehicle form part of your display YES / NO (*delete as required*)?

(If YES, the space required MUST be included in the site space booked.

I have read and understand the conditions and event regulations set out in this form and therefore confirm my agreement and understand that a binding agreement only occurs when there is written acceptance of your application by the company. I have enclosed a signed cheque of the total fee.

Signed:

Print:

Date: