



TROWFEST LIMITED
54 Haydon Place
Guildford
GU1 4NE
01483 454159
Registered No. 8329783

Hi there,

Please find attached the application form for trading at GuilFest 2014. If you wish to trade at GuilFest, please read through the form carefully, fill in the slip and send along with a cheque for the full payment to the address on the form.

If you are successful your payment will be banked and you will be asked to supply the following documents by 1st June 2014.

- Health & Safety Policy
- Risk assessments for this activity
- Method statements for this activity
- Fire risk assessment
- Public/Employers/Products Liability insurances

If you require any further information please do not hesitate to contact our office on 01483 454159 or by email to lewis@guilfest.co.uk.

Yours sincerely

Lewis Smith
GuilFest

APPLICATION FOR TRADERS (NON-FOOD) & EXHIBITORS

GuilFest 2014

18th 19th & 20th July 2014

A three day music festival with camping to be held in the beautiful setting of STOKE PARK, Guildford Surrey

Conditions

- The festival gates will open to the general public at 11am on Friday 18th July 2014. All stalls **MUST** be set up by 5pm on Thursday 17th July at the latest, but can be set up from Tuesday 15th July onwards.
- Off site by Midday on Monday 21st July 2014.
- The event is to be licensed for 19,999 people each day.
- Traders have the option of either a mini table top pitch of 10' x 10' @ £380 + VAT, the average pitch of 15' (frontage) x 20' (depth) @ £480.00 + VAT or the larger pitch of 20' x 20' @ £580 + VAT. Larger pitches can be accommodated, please contact the GuilFest office on the number below. Stallholders will be required to provide their own cover (please contact us if you require cover). VAT is to be charged at 20%, subject to government changes.
- **STRICTLY NO SELLING OF ALCOHOL, CIGARETTES, BEVERAGES, FOOD OR LAUGHING GAS.**
- Two Traders passes will be included with each stall. Extra weekend passes will cost £50.00 + VAT each (Maximum of 2 extra passes per stall). Each ticket will be exchanged for a wristband on-site which will be non transferable between staff.
- Stalls that need to replenish stock have to do so via Lido Rd entrance, Gate E, between 6am and 10am. No vehicle movement before or after this time. A maximum speed limit of 5mph must be adhered to whilst on site. **MAIN ENTRANCE MUST NOT BE USED DURING FESTIVAL OPENING TIMES TO REPLENISH STOCK.**
- Stalls that wish to do Henna Tattoos, Face Painting, or Air Brush Painting will need to state this in their application, as restrictions are being made on these stalls this year. Any stall not agreeing this with us first will not be allowed to do Henna Tattoos, Face Painting or Air Brushing.
- Electrical power will be provided at an extra charge of £120.00 + VAT per 16 Amp and £180.00 + VAT per 32 Amp Sockets (strictly paid in advance). Electricity will be hooked up on Thursday 17th July
- Only 120 Pitches will be available so book early.
- **NO GENERATORS WILL BE ALLOWED ON SITE.**
- Amplified music may be played on Friday 18th, Saturday 19th and Sunday 20th ONLY, and is not allowed after 11pm. Volume levels will be kept in agreement with the Noise Officer and On Site Security. Any stall not abiding to these dates and noise levels will be in breach of this contract and may therefore be asked to shut their stall.
- All concessions must be aware of the needs of people with disabilities. For example "How would you serve a person that is a wheelchair user?"
- Traders must be responsible for their own security and safety of their stalls, equipment and staff. GuilFest will not be responsible for any damage or theft caused to the above.
- All traders must clear the rubbish from on and around their pitch during and after the festival.
- All Trading Concessions must meet the relevant Health & Safety Standards. All Health & Safety Policies, risk assessments, method statements and insurance policies must be submitted by 1st June 2014
- **SUBJECT TO LICENCE.**

Replies To: Traders & Caterers Co-ordinator, Trowfest Ltd, 54 Haydon Place, Guildford, Surrey GU1 4NE
Telephone: 01483 454159 Website: www.guilfest.co.uk

Cheques payable to: TROWFEST LIMITED

For Bacs payment details please contact the GuilFest office on 01483 454159



Please reserve mepitch(es) Size..... for GuilFest 2014 on 18th, 19th, 20th July 2014.

I have enclosed full payment of £..... made payable to Trowfest Limited

Electricity is another £120.00 + VAT per 16 Amp socket. – I have included payment of £..... for socket(s)

£180.00 + VAT per 32 Amp socket. – I have included payment of £..... forsocket(s)

Additional passes are £50.00 + VAT each (max. 2) – I have included payment of £..... for passes

I agree to abide by the above regulations.

Signed Date..... Contact Name

Trading Name Email.....

Address

..... Mobile No..... Contact No.....

Description of items on sale and/or service provided.....

Are you doing Henna Tattoos, Face Painting, Air Brushing? Yes / No

N.B. Should your application be unsuccessful then your cheque will be returned within 30 days.