



Trade Stand Bookings 2012

Dear Stallholder

Thank you for considering attending the Swanage Regatta & Carnival 2012.

There are some important changes to this year's Terms and Conditions so please take the time to read them. The main changes relate to usage of the field and have been made to ensure we comply with local authority regulations and create a safe, presentable environment for all using the Showground.

If you would like to apply for a pitch during carnival week please complete the form. Applications will be considered on a **first come first served** basis. As our event is during the opening week of the 2012 Olympics we are expecting an increased number of enquiries and therefore encourage you to apply as soon as possible.

Please Print and fill in the Application form and send it to the address at the bottom of the form. (Please **don't** send any money now)

We will aim to respond to all enquiries within 28 days. If your application is accepted you will be invoiced requesting a 50% deposit to secure your booking. If payment is not received within 28 days your pitch request could be allocated to someone else.

We would like all traders to provide a picture of their stand for consideration by the committee and also so that this can be included on our website for advertising purposes.

If you have any enquiries please email the Showground Committee at trade@swanagecarnival.com

We look forward to seeing you at Swanage Carnival 2012!

Yours faithfully

The Showground Committee



SWANAGE REGATTA & CARNIVAL

TRADE STAND BOOKING FORM 2012

Company Name			
Company Address			
	Post Code		
	Website Address		
Contact Name			
Telephone			
Email			
Products available- please list <u>all</u> sale item categories e.g. jewellery, children's clothing			

Type of Stand	Price – Day Rates		Days	Size required	Total Price
	10 % discount for local(BH19) The NEW price includes Disposal of trade Waste. (see Exception Below)		28 th July – 4 th August Please specify dates Booking on the first weekend must be for both days	Please specify frontage in metre's, if depth of stand is more than 6m include depth here	
Trade Stall	All 8 days rate £12 per metre	Less than 8 days rate £15 per metre			
Catering	Specialist – less than 3 food types £110	Varied – multiple food types £210			

Extras	Price	Price x number of days	Total Price
Trade Waste Disposal (for usage of skip on site)	We reserve the right to make an additional charge for using the skip if we consider your stall is producing a large amount of trade waste.	N/A	
Electricity up to 3kw	£5 per day		
Electricity over 3kw <i>e.g using kettle/urn/hotplate</i>	£10 per day		

PLEASE RETURN THIS FORM TO: Showground Committee, 95 Higher Days Road, Swanage, BH19 2LF

Our aim is to have a variety of different stalls at our carnival, therefore we review each application individually to ensure duplication is minimised. We advise you to apply for your pitch as early as possible to ensure your booking. On receipt of your form the application will be considered and if we can offer a pitch you will be invoiced, requesting a 50% deposit payment within 28 days.

Full payment MUST be made before setting up on the site. No pitch is guaranteed until the deposit is received.



SWANAGE REGATTA & CARNIVAL 2012

TRADE STAND BOOKING CONDITIONS – **NEW CHANGES FOR 2012**

1. Vehicles are not permitted on the Showground, other than whilst setting up and dismantling the stall. The only exception is for traders who display live animals. Free parking will be available at Swanage Football Club for traders, limited to **ONE** vehicle per stall.
2. Camping is not permitted on Sandpit Showground by request of Swanage Town Council, i.e. no tents or caravans, with the exception of traders who display live animals. The Council have agreed that we may allow traders to stay within their pitch/stall for health and safety reasons only. This exception is subject to prior agreement by the Showground Committee. We have an arrangement with Swanage Football Club to allow free parking of vehicles/caravans. This is limited to **ONE** vehicle per stall.
3. Bookings on the first weekend must be for both the Saturday and Sunday to reduce movement on the Showground.
4. The position of the trade stands will be at the discretion of the Showground Committee.
5. Should a trader withdraw from the Show, or cancel the reserved space for them for any reason, we reserve the right to re-let such space.
6. We reserve the right to refuse any application without giving a reason.
7. No trader has the right to sublet or permit anyone using any part of the stand space without permission.
8. The fee paid is for space, selected extras as detailed on the booking form only.
9. Frontage must include an allowance for outside tent guy ropes (if used) and for the drawbars of display caravans. When booking for display caravans, please allow sufficient space to manoeuvre into position without interfering with adjacent sites.
10. Any generators used must be **silent and fully enclosed**. Generators must fit within the pitch site, and must not cause excessive noise, smell or smoke. All generators must be placed on a drip tray. We reserve the right to refuse the use of those that do not comply.
11. All stands must be in place **before 9.30am** on any day.
12. All vehicles must be marshalled **on** and **off** the Showground.
13. All permitted vehicles/generators must have oil drip trays if left on the Showground.
14. All trade stands will be regularly inspected. We reserve the right to refuse any trader permission to carry on trading if we think that the business is not suitable for our event.
15. We will not be responsible for any theft/damage to stands whilst on the Showground, all traders **MUST** hold relevant insurance.
16. Relevant HSE requirements, Public Health Certificates and Risk Assessments **MUST** be held by all traders. Copies of which must be available on the Showground.
17. Traders are responsible for clearing ALL litter and to include used **cable ties**, in the vicinity of their stand. Rubbish must be put in the **skip** supplied, **not in the bins provided for the public**. We reserve the right to make a charge if the pitch is not left in a clean and tidy state.