



## Traders Information + Application Form

Welcome to Crow Point Festival, our free weekend event to celebrate the centenary of Newport's famous Transporter Bridge. We offering traders:

- Competitive rates
- 25 hours trading (10.00 – 23.00 on Saturday, 10.00 - 22.00 on Sunday)
- Electricity hook up
- 15,000 potential customers each day
- no local shops within range of event

### What you need to do to book a pitch

- Read the terms and conditions for traders overleaf
- Complete the application form ( on page 5)
- Complete the risk assessment form (on page 6 ) or enclose your own
- Enclose a deposit cheque of £20 (refunded to you if we cancel your booking in advance)
- Post the application form + risk assessment = £20 deposit cheque (made payable to “**Newport Wales Community Interest Company**”) to:

Julian Constant, Crow Point Festival, Newport (Wales) c.i.c., Suite 5, 1<sup>st</sup> Floor, Clarence House, Clarence Place, Newport, South Wales, NP19 7AA

If you have any questions about your application, please e:mail these to: [info@crowpoint.co.uk](mailto:info@crowpoint.co.uk)

If you want more than one stall, please complete an application form and send a £20 deposit cheque for each stall. Prices vary according to the size of the stall, what services you require, what you are selling, if you are a charity or campaigning organisation etc. If your application is successful, you will be made an offer for a stall, as described in this application, in a specific location.

### The Festival

**Programme:** The Festival is Newport's main celebration event for the centenary of its famous Transporter Bridge. It is a free event, with a full programme of main stage performances (lineup includes Roni Size, GLC, Kila, Mr Scruff, Najma Aktar and more), a full traditional funfair, an eco-zone, an engineering heritage pavilion, childrens' play area, licensed bar, a programme of community arts events in a large circus tent and a range of special events such as zip rides, cycling events and a horticultural produce show.

**Site:** The Festival is held at Coronation Park, Stephenson Street, Newport NP19 0RB. Coronation Park is a level grassed area located next to the Eastern pier of the Newport Transporter Bridge. It is a 10 minute drive from the M4. The Park is located within an industrial area of the city, well away from any existing shops, but with a large catchment population within a two mile radius of the site. There will be cash machine on site.

## Pitch Categories and Charges

Check which Category (A, B, C etc) your stall fits in and see the price / metre in the table below.

### Categories of trader:

#### Non-profit making charity – Category A

Information stall only. Please supply charity reg. no/ last annual report/ copy of aims and objectives

#### Handmade/designed by trader goods only – Category B

Arts/crafts/jewellery/clothes/instruments etc. Please supply pictures/detailed description of produce

#### Both handmade by trader and bought-in goods – Category C

Arts/crafts/jewellery/clothes/instruments etc. Please supply details as above

#### Imported/bought-in goods – Category D

Arts/crafts/jewellery/clothes/instruments etc. Please supply list of goods and country of origin

#### Public or Private sector institutions – Category E

Information stands to promote policies, initiatives, products or recruitment

#### Food - soft drinks/cold snacks/fruit – Category F

Wrapped goods, no cooking or preparation involved. Teas & coffees. Please supply menus

#### Food - specialised/ethnic and donuts/crepes etc. – Category F

Cooked foods & Drinks Please supply menus

#### Food - fast food/burgers//chips etc. – Category G

Please supply menus

Category	Price / metre frontage	Notes
A	£10	<ul style="list-style-type: none"> <li>Category "A" pitches can be no wider than 3 metres.</li> <li>Food traders will be required to pay an additional £80 litter bond which will be forfeited if : (a) food or drink is served in non-recyclable containers / wrappers / plates or with plastic cutlery or if (b) the pitch frontage area is not routinely cleared of litter during the event or if (c) any litter is left on the pitch site after the event.</li> <li>Frontage measurements to include tow brackets, gas. Signs etc.</li> <li>Day rates (50% less) for categories A and B and C only.</li> <li>10% discount for Newport based traders</li> </ul>
B	£15	
C	£20	
D	£25	
E	£50	
F	£40	
G	£50	
H	£70	
food traders charged £80 litter bond		

## Traders terms and conditions

**Traders must only sell goods specified in their application.** Stalls are priced on the basis of the products that the trader states they are going to sell. Any changes to the application form must be made in writing to the Festival Office at least two weeks prior to the start of the festival.

**Concessions** are sold separately for alcohol, cigarettes, and ice cream. If any of these products are brought on site by traders other than the concession holder they will be confiscated and these traders charged for storage.

**Sub-contracting** stalls or a part of stalls, by traders is not permitted.

**Full payment (+ £80 litter bond for food traders and less deposit) for stalls must be made before 29<sup>th</sup> August 2006 to:**

Newport (Wales) Community Interest Company, Suite 5, 1<sup>st</sup> Floor, Clarence House, Clarence Place, Newport, S-Wales, NP19 7AA

Non-payment by that time may result in the site being reallocated.

**Traders must have finished their set up and be ready to trade by 10am on Saturday 16<sup>th</sup> September** when the public start to come on site. Traders can enter the site from 9.00am on Thursday 14<sup>th</sup> September (Day traders must be on site at 7.30am on their trading day) The Festival reserves the right to reallocate stalls, if essential for operational reasons or if traders arrive late.

**The Licence covers the period from 10am to 11pm on Saturday 16<sup>th</sup> September and 10am to 10pm on Sunday 17<sup>th</sup> September.** Only authorised vehicle movements may take place during that time. **Traders must remain at their site until 11pm on Sunday 17<sup>th</sup> September and must have vacated the site by 14.00 midday on Monday 18<sup>th</sup> September.**

**Sound systems in stalls** are permitted at volumes that will not interfere with other traders, visitors or events. Any system over 1000w having a 2.2m separation between the speakers and the public. Traders must immediately respond to any request to modify sound levels from Site Management or Security, or Environmental Health Officers. There must always be somebody available at the stall to make any required adjustments. Failure to respond, or if repeated requests are made will result in eviction from the site, with no rebate of fees.

**Bottled Gas.** All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed.

**Milk** Traders must not bring more than one day's supply of pasteurised milk on site as it can quickly become a serious health risk.

**Food traders are required to use compostable, biodegradable disposables.** Should a trader bring on site, or use, polystyrene disposables, plastic cutlery or other environmentally unfriendly disposables, they will forfeit their litter bond and may not be invited to future festivals.

**Electricity for markets traders will be provided.** All electrical equipment on site must have been tested and have a current safety certificate. Silenced Generators are permitted.

**Waste water must be put into containers and disposed of in the designated drains provided** and not poured on the ground or into the reën. The digging of sumps is prohibited. The Environmental Health Officer will check to see how traders dispose of waste water/liquid. Traders must ensure taps are not left running.

**Traders must comply with the Health, Safety and Hygiene requirements** of Newport City Council. Traders are not permitted to start trading until they have been given the go ahead by the Traders Manager. Environmental Health and Trading Standards Officers will be on site – You are warned – all counterfeit / illegal goods will be seized.

**Waste and rubbish.** Traders are responsible for keeping both the 10 metre area in front of their stalls as well as their back of their market space tidy and free of rubbish at all times. Traders must leave their site as they found it. All rubbish must be put into the appropriate skips or waste fluid drain. Traders leaving any rubbish, refrigerators, furniture, equipment or structures will forfeit their litter bond – and may not be invited to trade at future festivals.

**Unauthorised Crow Point Festival logos** on any goods - such as T shirts, baseball caps and craft goods - and any bootleg goods - will be confiscated.

**Items not permitted on site:** Glass (except small glass ornaments and glass jewellery etc), body piercing equipment, lasers, fireworks and weapons or potential weapons are not permitted on site and will be confiscated.

**Traders must co-operate fully with Festival Security in any search of vehicles or stalls. Traders are not allowed to bring animals onto the site. No motor cycles or quad bikes are allowed on site.**

**Vehicle movements must be kept to a minimum** - even with vehicles that have mobile passes. Vehicles being used in an irresponsible or uncooperative way, without relevant passes or in

inappropriate areas will be towed off-site at the owners expense. **There is a 5 mph speed limit on site at all times.** During Festival opening hours, a Festival steward must be in attendance is a vehicle is moved on site.

**All vehicles are brought on site at their owners' risk, and must be suitably insured.** The Festival cannot accept any responsibility for any loss or damage that may occur during the festival or set up and take down period.

**Deliveries.** Traders are responsible for arranging that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates. Traders are also responsible for ensuring that delivery firms understand they come on site at their own risk and that the Festival will not accept responsibility for any claims from delivery drivers/firms.

**Traders are responsible for ensuring that they and their staff adhere to the Vehicle pass system.** The Festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without vehicle passes will not be admitted to the Festival. Vehicle passes are non-transferable and must not be switched to another vehicle.

**All tea, coffee and drinking chocolate sold at the Festival must be Fairtrade.**

**Traders are not allowed to bring straw on site.** In exceptional conditions, Crow Point Festival may be permitted straw on site by Newport City Council with the Fire Officer's approval. Even with that approval, **under no circumstances can traders have straw inside their stalls - irrespective of the weather conditions.**

**Employers' Liability and Public Liability Insurance** must be on display in stalls at all times. Likewise traders are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured.

**Risk assessments** are required in law by all traders. The significant findings of the risk assessment must be in writing.

**No rebates will be given** to traders as a result of adverse weather conditions, nor as a result of changes in performance programmes within the Festival. The Festival will not accept responsibility for the level of trading during the event.

**Traders are required to comply with the terms of the premises licence.** A copy of the Festival licence will be held at the Main Festival Office. If a trader is closed down and / or evicted from site for contravening the licence, any of these terms and conditions or prescribed environment health standards, they shall not be entitled to any rebate.

# Traders Application Form

Trading Name :

Contact Name :

Address (with postcode) :

Telephone:

Mobile:

E:mail:

Website:

Merchandise (give a short, detailed description. Food and drink traders must attach full menu and prices) :

Stall Category (See terms to see list of categories) :

Metres frontage :

I agree to abide by the terms and conditions. **Sign here:**

Draw a simple diagram, with measurements, of your stall pitch below, including camping, vehicle and accommodation set up behind stall. Remember to include all guy ropes, gas bottles, signs etc :



This arrow shows the front of the pitch

# Traders Risk Assessment Form

**This form must be completed, or your own risk assessment must be enclosed**

Please consider what risk there may be to those on site prior, during and after the festival. If in your opinion there is no risk please print NO RISK and sign below. You must complete the fire risk section.

PLEASE CONSIDER ALL POSSIBLE RISKS FROM YOUR STALL/STAND/ACTIVITY:

Slipping/tripping (eg. guy ropes, pegs), moving parts of machinery, Vehicle fumes/fuel spillages, electricity/generators, gas cylinders, hot water, boilers/ovens/hobs, sharp knives, display boards/ racks/cabinets, sharp edges, table coverings, hot foods, fire risk (eg rubbish/ flammable substances), chemicals.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
FIRE HAZARDS	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

**Responsible person for H&S to sign:**

**Date:**

**Their mobile telephone number:**