

# GROOVES ON THE GREEN 2021

## Trader Information Pack and Application Form 2021 (non-food)

Saturday 7<sup>th</sup> & Sunday 8<sup>th</sup> August 11am – 7pm

### How to book a pitch

- Read the terms and conditions for traders on the next pages
- Complete the application form and risk assessment form
- Enclose a current copy of your insurance
- Post or email the above to [info@groovesonthegreen.com](mailto:info@groovesonthegreen.com) or The Bricklayers, 41-43 Parr Street, Poole BH14 0JX
- We will notify you if we are able to accommodate you, and supply our bank details so that you can make payment. We will confirm your payment and reserved pitch at the event. Pitches are allocated on a first come first served basis. If payment is not made by the due date the pitch will be offered to another trader.
- If you want more than one stall, please complete an application form for each stall.

**Grooves on the Green is a perfectly formed, small festival, in your local park. This is our 20th year and we are expecting 3000+ people to attend each day.**

A full outline of the event can be found on the website. [www.groovesonthegreen.com](http://www.groovesonthegreen.com)

### Categorisation and Prices

(Limited vehicles onsite due to limited space & health & safety)

#### Traders - Sales of non-food merchandise

- £75 for an average stall size of 3 x 3 metre of stall frontage
- £25 per additional meter
- Email with proposal and we will let you know the cost.

You will NOT be able to overspill in any direction.

#### Other information

Each pitch comes with 2 festival wristbands. Other wristbands for stands can be purchased at a discount by agreement via [info@groovesonthegreen.com](mailto:info@groovesonthegreen.com)

There is no power however there is access to water. Any further requirements by arrangement with promoter.

# Grooves on the Green

## Site information

On arrival, please report to the event manager, where you will be directed to your pitch.

Access to the site will be from the Station Road & Commercial Road junction.

**Extreme caution when pulling onto site as the park will be open to the public.**

### Traders can arrive on the site:

**Friday            6<sup>th</sup> August 2021 17.00 – 20.00 (over night security will be in place, however we cannot accept responsibility for your pitch)**

**Saturday        7<sup>th</sup> August 2021 07.00 – 09.00**

**Deliveries can be made to the site via Church Road. Delivery vans will have to stop at the artist/crew gate and transfer stock to you with sack trucks.**

### Trading times:

**Saturday        7<sup>th</sup> August 2021 – 11.00 – 19.00**

**Sunday          8<sup>th</sup> August 2021 – 11.00 – 19.00**



# Grooves on the Green

Draw a simple diagram of your outlet pitch below with measurements, including set up behind stall. Remember to include all guy ropes, gas bottles, signs etc. The arrow shows the front of the outlet. Please attach any photos of your outlet if you have them.

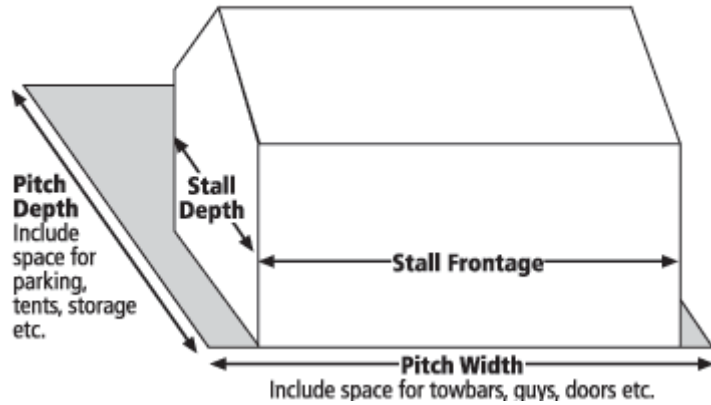
• These measurements must be accurate as they determine where you are placed

Pitch Width  metres

Pitch Depth  metres

Stall Frontage  metres

Stall Depth  metres



I agree to abide by the terms and conditions of the festival as outlined on the bottom of this contract.

Sign here:

Print name:

## Grooves on the Green

# 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.

Please assess all possible risks in your operating area, including COVID risks and measures you have in place.

Slipping/tripping (e.g. cables), moving parts of machinery, vehicular fumes/fuel spillages, electricity, gas cylinders, hot water, boilers/ovens/hobs, sharp knives, display boards/racks/cabinets, sharp edges, table coverings, hot foods, fire risks (e.g. rubbish, flammable substances), chemicals.

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

Responsible Person to sign:

Responsible Person name (print):

Responsible Person mobile telephone number:

This is only a guideline document, use extra sheets if required.

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# Grooves on the Green

## TERMS AND CONDITIONS OF TRADING

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**Please ensure you read and comply with the following Terms and Conditions for trading with the promoter. Any company or person found to be in breach of these conditions on site will be evicted without reimbursement of any monies paid for the concession.**

- Payment for stalls must be made before the date specified on the offer letter. Non-payment by that time will result in the site being reallocated. Traders will be charged the cost of any cheques not honoured by the bank
- Sub-contracting stalls or a part of stalls, by traders is not permitted, and traders must only sell goods specified in their application form.
- Traders must set up at the time specified in the Traders Information pack for each event and at no other times. No company/person will be allowed to trade without prior arrangement.
- You are paying for a space and no other facilities will be provided. There are no guarantees for particular positions on site. Depth of stalls will be determined by frontage booked. Any encroachment beyond the allotted space would have to be paid for and/or could be construed as breach of contract.
- **TRADERS ARE NOT PERMITTED TO SELL OR TRADE IN:**
  - Any illegal substances, including magic mushrooms
  - Any poppers, laughing gas, amyl nitrate products/GBH etc. or any “legal” or “herbal highs”/nitrous oxide
  - Alcohol of any description including vodka jellies.
  - Any cigarettes, tobacco and/or associated products without prior approval.
  - Any unauthorised records, CDs, video, tape or any other format recordings, as well as and including audio and video recorders
  - Any item purporting to be official, or un-official festival merchandise of any description or with regard to any of the bands appearing at the festival
  - Any “Black Henna”
  - Any gas canisters or any aerosols over 250ml
  - Any item made out of glass, including but not limited to glass bottles, jars and containers Any Chinese lanterns, handheld candles, flares, potted candles, fireworks, any portable laser equipment and laser pens
  - Any air horns or megaphones, beer bong, or funnels.
  - Any item which may reasonably be used as a potential weapon, is distinctively a weapon, and all knives
  - Any unofficial tabards or reflective jackets
- Festival Organisers may confiscate any goods of a sexist, racist or offensive nature.
- All traders must display signs with their business name and address and price lists in a visible location at their stall. Any descriptions of goods made by traders must be accurate.
- Employers Liability and Public Liability Insurance must be on display in stalls at all times. Traders must meet all employer’s legal Health & Safety responsibilities to their staff and must ensure contractors delivering to/working on their stall are suitably insured.
- Traders must ensure their staff adhere to the published pass system. Pitches are sold with an allocation of trader passes. Extra passes cost the same as event tickets.
- No animals are permitted.
- No alcohol can be brought onto the site for personal use or for the use of staff.
- All vehicles are brought on site at their owners' risk, and must be suitably insured. Only diesel powered vehicles may remain on site during the license period. Petrol vehicles must be parked in the traders' car park off site when stalls are operating. Only authorised vehicle movements may take place during the license period. 5-mph speed limits are in force on all sites at all times. No motor cycles, quad bikes or buggies are permitted on site. Traders are responsible for arranging that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates. Delivery firms must be told they come on site at their own risk.
- Traders must comply with legislation relating to Health, Safety, Hygiene, Noise at Work, Working at Height and smoke free legislation. Traders are not permitted to start trading until they have completed a health and safety checklist.

- Traders are responsible for keeping both the 10 metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders leaving any rubbish, refrigerators, furniture, equipment or structures will be charged for the cost of clearing their site and disposing of the rubbish – and may not be invited back to trade at future events.
- Waste water must be put in suitable containers and not poured on the ground. The dumping of sumps is prohibited at all sites.
- It is essential that all traders have appropriate fire extinguishers for their stalls. Food traders require 5kg Dry Powder extinguishers and fire blankets.
- All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed. Bottled gas can normally be purchased from the supplier on site
- Traders are not allowed to bring straw on site. Under no circumstances can traders have straw inside their stalls, irrespective of weather
- Any electrical items brought onto site must have correct electrical inspection certificates for portable appliances. Generators should be suitable fenced or barriered to prevent public access. Generators are not permitted.
- Food traders must use compostable, biodegradable disposables including wooden cutlery. Traders must ensure taps are not left running or connect to public taps.
- No broadcasting of sound or visual images (including transmitting or casting text messages or other material to mobile phones) will be permitted by any trading staff or from any stall without prior permission.
- Traders are required to cooperate fully with Officials – including site management, security, the emergency services, the Police and all official organisation's of the site – such as the Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- The promoter will not accept responsibility for the level of trading at an event. No rebates will be given to traders as a result of adverse weather conditions, changes in performance programmes, re-siting of acts to different venues, nor as a result of any changes in the layout of trading areas.
- If a trader is closed down and/or evicted from site for contravening an event license, any of these Terms & Conditions or prescribed health and safety or environment health standards, they shall not be entitled to any rebate.
- All marquees, tents or other self-build structures should be of sound construction including all supporting poles, frames, guy ropes, stakes anchors and fastenings etc. and all guy ropes and fixing stays shall be conspicuously marked to ensure they do not present a trip hazard. Gazebos are **NOT** suitable for trading as they are likely to be blown away even by light winds.
- Flypitchers will not be tolerated. You may not sell goods from any area other than your designated pitch, sell goods other than those indicated on your application, or trade outside of the designated trading hours, as this will constitute illegal trading, and you will be closed down. You may not sell drinks in glass containers, the whole site has a No Glass Policy.