

Trading at...



Trader Booking Form IVYLIVE 2011

Pitch Information

All pitches include two adult weekend camping passes for camping within the arena with your pitch.

Extra passes (for camping in the general camping area) can be purchased at a maximum of 3 extra passes per 3m pitch (see table for costs).

Please book enough space and power now as there will be no availability on the day.

Pitches can only be confirmed on receipt of payment in full and a copy of your current Public Liability Insurance certificate.

A signed copy of the terms and conditions must also be returned with your application.

Your application will be acknowledged by e mail as soon as your pitch has been allocated and payment has cleared.

Payment & Terms

Please make cheques payable to **Filham Music Limited** and post;

- your application
- a copy of your Public Liability Insurance documentation
- the signed copy of your contact details
- signed disclaimer confirming your acceptance of the terms and conditions

to -

**IVYLIVE,
PO Box 93,
Ivybridge,
PL21 1AJ**

All queries to be directed to; traders@ivylive.co.uk

Note that this is an application form for **TRADERS**.

CATERERS must complete the correct form which is also available on www.ivylive.co.uk

Please also read our important guidance information on Page 4.

Your Pitch Requirements

Market & Craft Village	Quantity	Cost	Total
3 metre pitch (min)		£90.00	
Additional space (per metre)		£30.00	
Electricity (per 1 metre of your pitch)		£15.00	
Festoon lighting (per 22m)		£15.00	
Extra weekend passes (each)		£40.00	
		TOTAL	

Your Details

Contact Name	
Trading Name	
Address	
Postcode	
Landline Number	
Mobile Number	
Email Address	
Description of Goods or Services (Please include a sample of prices for your products).	
Vehicle Details (Make, Model, Registration)	

Pitch depth (metres)	
110 volts OR 240 volts?	
Single phase OR triple phase?	
What is your total output	

Disclaimer

To be completed by all applicants and included with your application.

Filham Music Limited and the organisers of **IVYLIVE** accept no liability for lost, stolen or damaged belongings. You are responsible for your own safety and that of your property at all times.

I have read and understood the terms and conditions and agree to abide by them.

Signed

Date.....

Name in full

Important Guidance Information

Please read this information carefully, it is vital to your booking.

Thank you for your interest in attending **IVYLIVE** 2011. Dates for the festival this year are Friday 9th- Sunday 11th September 2011. Gates will open to the public from 1200 hrs on Friday until close on Sunday. Please see terms and conditions for full trading hours.

You are invited to complete an application form as soon as possible.

Completed forms are to be sent to us with all the relevant paperwork. Any unsuccessful applicants will have their payment returned.

Payment must be sent with an application.

In the event of a cancellation after a paid for and confirmed booking, there will be a forfeit of 25% of the total pitch price.

If the cancellation occurs within 14 days of the event, the total cost will be forfeited.

The decision of the trading manager or official deputies is final.

This year we are very excited to be able to offer pitches for at least 35 traders and market stalls – the festival will be following a circus theme so applications from interesting and colourful individuals are very welcome – please complete the forms now and let us know what else you can bring to **IVYLIVE**!

Filham Park, Ivybridge PL21 0LE. 9th - 11th September 2011

Information and terms & conditions for traders and caterers

- Traders will be able to set up their pitches between 2pm and 7pm on Thursday 8th September and from 8am on Friday 9th September - ALL traders must be fully set up by 11.00am on Friday 9th September or entry will be refused.
- NO vehicle movement will be allowed on site after 11am. There is provision at each pitch for ONE vehicle to remain on site. Please note that vehicle movement may only take place with the permission of the Event Safety Officer, after all attendees have left the site (approx 6pm on Sunday 11th September). Any deliveries for the main arena must utilise authorised Iyylive vehicles (quad bikes and trailer) through prior arrangement.
- You must not begin dismantling any part of your area until after 6pm on Sunday 11th September.
- Trading may take place between 12 noon and 11pm on Friday 9th September, between 6am and 11pm on Saturday 10th September and from 6am to 4pm** on Sunday 11th September. You must vacate your pitch by 12 noon on Monday 12th September at the latest. ** awaiting confirmation of a 9pm extension.
- Please take care when driving to your pitch, especially if there has been rain, as some parts of the site can become waterlogged. Please take direction from the stewards.
- Admission to the Festival is by ticket only. You must purchase additional tickets for any helpers wishing to attend. (2 tickets supplied per 3 metre pitch).

TERMS AND CONDITIONS

- All temporary structures, ie: tents and gazebos, must meet current regulations for fire retardance, and display the appropriate manufacturer's labels. They should be of sound construction including all supporting poles, frames, guy ropes, stake anchors and fastening etc. and all guy ropes and fixing stays should be conspicuously marked to ensure they do not present a trip hazard.
- No application will be considered without an appropriate and current risk assessment.
- All electrical equipment will carry PAT/electrical safety certification; this must be available for inspection at the event.
- Each stall must have an appropriate first aid kit.
- Catering units are expected to have (at least) a 5kg dry powder fire extinguisher and a fire blanket available.
- Food handler training certificates for every person working on the catering stall.
- Each pitch is supplied with a waste bin and liner. You must ensure that your pitch is tidy before you leave, and throughout the event. A returnable cash deposit of £30 (retail) £100 (catering) per pitch will be collected upon your arrival, and a receipt issued. Deposit will be returned as you leave upon satisfactory handover of pitch.
- Traders and caterers can only use the site allocated to them and must not exceed the agreed specified location or area – it is your responsibility to ensure sufficient pitch size is purchased, to include all space required by you for trading, tents, marquees, tow bars etc, camping and parking. No additional space will be available on the day.
- No part of your display or pitch may obstruct any emergency vehicle route or access.
- 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 designated trading hours, as this will constitute illegal trading, and you will be closed down.
- The organisers are not liable for any loss or damage to goods.

- The event will continue in the event of bad weather (unless cancelled by the organisers for safety reasons). The organisers cannot be held liable for poor attendance due to the weather.
- Whilst on site, you must comply with all instructions from Staff wearing appropriate identification – that is, organisers, security staff and stewards.
- Wristbands must be carefully worn by yourself and your staff at all times on site. Any broken, incomplete or loose wristband will not be considered valid and will be removed, along with the wearer. Anyone found gaining entry for additional staff or people not working for you will be charged the full face value, or staff will be evicted.
- In the event of an emergency evacuation of the park, a member of your party must inform security staff of the safe exit of ALL your party from the park.
- You may not use cooking equipment or heaters unless you have booked a catering stand and produced the relevant Health and Safety certificates and insurance documents.
- Large quantities of flammable liquid or gas must NOT be stored in or around pitches(please bring no more than you would reasonably expect to use during the Festival).
- NO sale of guns, ammunition, BB guns or any other weapon, or fireworks, is permitted.
- NO tattooing or skin piercing is permitted to be carried out at the event.
- NO glass allowed on site.
- NO smoking in any covered area.
- NO animals.
- It is the responsibility of the stallholder to ensure that all helpers on that stall are aware of these terms and conditions.
- Pitches will only be allocated on receipt of a copy of your Public Liability insurance certificate and risk assessment, a completed booking form and payment in full.
- Please sign one copy to confirm your acceptance of the Terms and Conditions and return with your booking forms.

I have read and understood the terms and conditions and agree to abide by them.

Signed

Date.....

Name in full