

**NON-FOOD TRADERS APPLICATION FORM
COLDHAM'S COMMON SITE FESTIVAL TERMS & CONDITIONS**

References to:

- a. 'Festival' are to the Cambridge Folk Festival;
- b. 'Council' are to Cambridge City Council ('Council'), 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE
- c. 'You', 'trader' and 'applicant' are to the applicant whose details are on page one of this application form.
- d. 'Staff' are to any staff of the trader.

GENERAL CONDITIONS

- 1. TRADING SPACE** - You must state the exact size you require. Tender amounts should reflect your size. If successful, you will be allocated the space you have bid for and no more. **No tables or chairs are provided, please bring your own. You must not smoke or cook inside your stall.**

- 2. SITE POSITION & ARRIVAL/DEPARTURE** - Once sited by the Festival, units should not move under any circumstances, bar an emergency, without the agreement of the Site Manager. The Festival has the right to move you, particularly due to inclement weather. Traders trading for the full weekend must arrive on **Wednesday 24 July 2023** and be open by 2pm on **Thursday 25 July 2024**. Departure will be from **Monday 29 July 2024** in the morning. Setup and arrival details to be confirmed for those trading on individual days.

- 3. VEHICLES** - No vehicles will be permitted to be parked by your stall. There is provision to park one car at an allocated area. Vehicles will not be allowed to move about whilst the Festival is open. You must park your unit and any storage vehicle at the direction of the Site Manager. Vehicles must check with the Site Manager before entering or leaving the site. Please also keep deliveries/shopping trips whilst at the festival to a minimum to cut carbon emissions and share with other traders if possible. Please bring as few vehicles to the event as possible and vehicle share to the event to cut down on emissions. Strictly no engine idling. Please encourage any local staff to arrive by public transport, walk or cycle.

- 4. MINIMUM TRADING TIMES** -

Thursday	11am - 5pm, and 10pm – 12am/midnight. Festival encourages opening between 6pm-8pm but not compulsory.
Friday & Saturday	7am - 1pm and 10pm-12am/midnight. Festival encourages opening between 6pm-8pm but not compulsory.
Sunday	7am - 2pm and 10pm-12.30am Festival encourages opening between 6pm-8pm but not compulsory.
Monday	7am - 12 noon.

5. **POWER** - Your own generators are not allowed on site. Each trader will have access to a 16amp maximum draw for low wattage lighting only. The supply will terminate in a 13-amp domestic socket. This supply is not for flood lights. Only low energy or LED lights will be permitted. Strictly no tungsten. All external lighting should be switched off during daylight and overnight hours. All electrical equipment should be switched off when not in use. Please ensure staff are aware of the importance of reducing power consumption. Please provide an itemised list of all equipment to be brought on site including (kilo) wattage for each one.
6. **STAFF PARKING & CAMPING** - Parking is not permitted in any of the local resident's streets, anyone caught doing so will risk being invited to trade at the Festival in future years. Staff parking is available on site at Coldham's Common. Free camping in tents is also available at Coldham's Common. Caravan pitches at Coldham's Common are charged at a discounted rate of £40 for caterers and traders. These **must** be requested with your tender. Any additional requests made after the tender process will be charged at full price. You may not camp in your unit, or supply vehicle. No camping (including RV or campervans) are allowed in car parks.
7. **FIRE EXTINGUISHERS** - You must provide the appropriate fire fighting equipment, tested within the last 12 months (minimum one dry powder extinguisher and one fire blanket for purpose built trailer, double for caterer in marquee). The Festival will check all equipment on arrival. You will not be allowed to start trading until satisfactory equipment is present.
8. **SAFETY** - In accordance with Festival policy, all traders must undertake appropriate risk assessments and comply with the requirements of the Health and Safety at Work Act 1974 and all appropriate regulations made under this Act. All electrical items and installations should conform to appropriate BS or CE standards and be inspected and compliant to current BS 7671 IET Wiring Regulations (as updated or replaced from time to time) standards. All traders must comply with any directives specifically relating to safety by the Festival over the weekend.
9. **ENVIRONMENTAL IMPACT** - Please note under our Terms and Conditions these requirements are non-negotiable. These will be checked and evidence required on-site. These terms and conditions are updated each year and must be read carefully: **STRICTLY NO** plastic bags allowed. **STRICTLY NO** single use plastic bottles allowed. Any glitter being used or sold at the Festival **MUST** be biodegradable. All packaging must be biodegradable. Avoid excess packaging to help minimise waste. Please use water wisely on site and limit usage where possible. Please ensure all staff use refillable drinking water containers and hot drinks cups for personal use. The Festival plants trees each year out of its own pocket in [Festival Wood](#) to balance the power and other production environmental impacts, including traders and caterers power. This year we are wishing to balance the travel miles more as they account for 80% of an event's impact. We will **add £2** to the cost of your pitch to contribute to carbon balancing your travel miles through [Ecolibrium](#) which invests 100% donations in renewable energy projects.

- 10. GREEN DEPOSIT** - ALL traders to provide a deposit of £50. This is your commitment to adhering to the Festival environmental and ethical practice policies and is designed to enable us to maintain our Greener Festival Award and Festival ethos. As part of the selection process we review your ethical statements and have accepted you partly because we think yours is good - so we hope and expect to see all Green Deposits returned. However, any that aren't returned will be used to help further the environmental development of the Festival.
- 11. ACCESSIBILITY** - In an effort to improve accessibility at the Festival we ask that you be mindful about what you can do to assist customers with disabilities. Please provide; a lowered counter, if a lowered counter is not possible please take orders directly by coming in front of the stall to speak with the customer, taking money, and returning with products; ensure minimum width of 1.2m for access into your stall; there must be product lists provided and there must be large print versions of these, these should have black print on white background, be laminated, be large print (min. 18pt) and be available on the bar or counter for customers to hold if they wish; please consider that picture-based product lists make choosing items far more accessible for some people, so where possible these should be implemented.
- 12. PRODUCTS & PRICES** - Products and price lists must be submitted with your bid, be clearly displayed to the public throughout the Festival and will be checked on site. You must include details of all products and prices. Any changes must be agreed by the organisers in writing by **Friday 7 June 2024**. Please also ensure your sustainability credentials for the products is advertised including, Fairtrade, organic, local, British, sustainably sourced.
- 13. PAYMENT** – Successful applicants will be invoiced by the Council in two stages. First payment will be due by **Friday 22 March 2024** and the final payment by **Friday 24 May 2024**. Failure to meet payment deadlines will affect your opportunity to return to the Festival in the future. Any late payment issues must be submitted in writing and reach us by no later than **Friday 21 April 2024**.
- 14. GLASS** - No glass of any kind is permitted on site, for sale or personal use.
- 15. INSURANCE** – A copy of your third party liability insurance (minimum £5million) valid for the duration of the Festival must be provided to the Council in order to trade.
- 16. MUSIC** - If you wish to play music from your stall please play music appropriate to the nature of the Festival and only at an appropriate level.
- 17. APPEARANCE & WASTE** - Your stall space must be kept clean and tidy at all times. You must dispose of waste carefully and segregate cardboard, mixed recycling and general waste as directed. Waste water must be collected in the IBC waste water containers provided and not poured into the ground. The pitch must be clear and tidy when vacating on the Monday. All rubbish is to be placed in the proper containers.

- 18. SAFETY COMPLIANCE** - All trading is subject to our Terms and Conditions, satisfactory completion of Food Safety Pack, Food Safety legislation and any other Health and Safety legislation. The Festival will take appropriate action against any none compliance including stopping you from trading and/or exclusion from future festivals. Please note inspections will be carried out during the event and therefore evidence of your Food Safety, Health & Safety procedures should be available for inspection. They may also check that your menu and prices match those in your application.
- 19. OTHER COMPLIANCE** - The Council takes bribery and corruption and discrimination seriously. Any bribe or any attempt to bribe any personnel in connection with the Festival is prohibited and will entitle the Council to terminate the agreement immediately and require your removal from the Festival site. You must comply with the requirements of the Equality Act 2000. Failure to do so will entitle the Council to terminate this agreement immediately and require your removal from the Festival site.
- 20. SUBLETTING** - Sub-contracting is not permitted without the written consent of the Council. Any agreed sub-contracting shall not relieve the accepted company, trader, caterer or pitch holder of any obligation or duty attributable to the accepted company, trader, caterer or pitch holder under any part of this agreement or terms and conditions.
- 21.** The Council reserves the right to photograph or photocopy insurance, food safety certificates, or other documents presented on site for their records.