

# Vdub At The Pub 2024

## TAKEAWAY FOOD TRADE STALL BOOKING APPLICATION FORM

### Key Facts

Date: 16th – 18th Aug 2024

Location: Wimborne, Dorset

Time: Friday 1pm – Sunday midnight

Site: Grass field with concrete ramp from road

VDUB At The PUB is a family-friendly, Volkswagen and music event that has been established since 2008. The show is a proud supporter of the Dorset and Somerset Air Ambulance and has raised £20,000 to date. There are trade stalls, live music acts, a Show & Shine competition and entertainment for our visitors.

### Timings

Friday (option to trade if you wish)

Access, set up & stocking: 10:00 - 13:00

Gates open: 13:00

Option to trade: 13:00 – 23:00

Event close: 23:30

Saturday

Access, set up & stocking: 07:00 - 09:00

Gates open: 09:00

Compulsory trade period: 09:00 – 18:00

Option to trade: 18:00 – 23:00

Event close: 23:30

Sunday

Access, set up & stocking: 07:00 - 09:00

Gates open: 09:00

Compulsory trade period: 09:00 – 17:00

Option to trade: 17:00 – 20:00

Event close: 20:00

### Payment

On receipt of a booking form and agreement of book we will raise an invoice.

Your booking is not confirmed until we have cleared payment.

We accept payment by the following methods: cheque payable to 'Dorset Events Ltd', BACS transfer.

## **CONTACT DETAILS**

Your Name:

Your Email:

Your Telephone Number:

Your Address:

## **STALL INFORMATION**

Stall/Company Name

Description/list of all product categories sold:

Please attach a photo or a web link to a photo of your stand set up.

Size of pitch required

Front face: (m) depth: (m)

If electricity is available would you like to purchase it: YES / NO

If YES please indicate which:

16a single phase £50+vat (blue socket)

32a single phase £75+vat (blue socket)

Custom power £100+vat (to be agreed)

The total consumption (Watts or Amps):

## **TERMS AND CONDITIONS**

I agree that I have read and understood the terms and conditions (below) and that VDUB At The PUB reserves the right to cancel my pitch and refund my fee.

Sign:

Name:

Company:

Date:

## Terms and conditions

Permission – Only confirmed stalls who have paid the agreed fee will be permitted to access and trade at the event. The organisers reserve the right to shut down any stalls that do not have trading permission or that are trading in any way that does not comply with the agreed booking (e.g. agreed product range on sale, banned/counterfeit products or late arrivals). Payment of a pitch fee from a trader does not imply a confirmed stall, we reserve the right to turn down your application and return your fee.

Space allocation – All vehicles, trading items and personal items belonging to a trader must be confined within the space allocated. Please book the minimum area that will be required. Any belongings that fall outside of the allocated area will be returned or removed if applicable.

Trading passes – Only members with trader passes will be permitted to work on a stall. Additional trader passes can be purchased here if required.

Animals – Animals including dogs are permitted in the arena however we do not expect them to be in areas of counters or kitchens of stalls. There are strict rules on dogs – they must be on a lead at all times (livestock in the next field), you must clean up after them.

Litter – Litter generated from and belonging to stalls must be cleared, bagged and disposed of appropriately. The area around your stall must be kept free of litter.

Fire – All trade stalls must have a full, working fire extinguisher in the stall area. This will be checked by organisers before trading can commence. Please note that bonfires are not permitted on any part of the site.

Noise and conduct – Please be respectful to members of the public and staff with respect to conduct and noise levels; noise levels should be kept to a minimum, especially during the night. If you are asked by the event managers to stop any music or noise please do so immediately. Stall holders should not be drinking alcohol whilst they are managing their stalls.

Insurance – All stalls permitted to trade must have provided the organisers with a copy of their public liability insurance, that must cover the entirety of their stall for the duration of the event. Schemes are generally available for under £100 per year for stall traders.

Risk Assessment – All stalls permitted to trade must have produced a risk assessment that must cover the entirety of their stall for the duration of the event. This will be checked by the organisers before trading can commence. Risk assessments do not need to be complex, should take into account Fire risk assessment.

If you are unsure we advise you to have a look here for some straight forward advice:

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

If you employ 5 or fewer people the law may not require you to have a written risk assessment – however we do as it is part of our safety management for the event (and the HSE advice it is good practice irrespective of the law).

Selling restrictions – We do not permit trading of dangerous or offensive products as deemed unsuitable by the organisers (such as drugs, knives or products displaying offensive images or language). You can only sell products specified in your application.

Electricity – All electrical items must be securely out of reach from the public and must display a valid PAT certificate. Electrical items that are not waterproof should not be left where they are at risk of getting wet (rain, spillage etc). If you are using an agreed supply from the event organisers you should ensure that you do not exceed the capacity of the supply. The organisers will remove the supply if they deem any equipment or the installation unsafe or you exceed the agreed capacity.

Security – Although security is provided at the show, all items belonging to the trader are the trader's responsibility. The organisers will not accept responsibility for theft, loss or damage to items belonging to the trader.

Gazebos / Tents – All temporary structures must be used for the purpose for which they are designed. These structures must be sound in quality, well anchored and capable of withstanding poor weather (wind and rain). Any structures which are deemed unsuitable will be disassembled.

No Refunds – Pitch fees will be non-refundable. If you do not turn up or fail to trade at the event we will not refund the fee. We do not offer refunds in the event of poor weather. If your stall is closed or denied access due to any of the above reasons we will not refund you.

Hot food and takeaway catering units must be registered with the Environmental Health Department of your local authority. This is free and guidance can be found here:

<http://www.food.gov.uk/business-industry/caterers/startingup>

If applicable you must have an up to date electrical and gas safety checks for your catering set up. You should not store more than one days expected consumption of gas in proximity of your stall, and this should be kept in a ventilated space. 'Calor Gas' will be at the event to allow you to purchase fuel.