

# BINGLEY MUSIC LIVE TRADERS APPLICATION FORM

If you would like to be considered for a pitch at Bingley Music Live 2017 please fill in this form and email it to [info@bingleymusiclive.com](mailto:info@bingleymusiclive.com). Deadline for applications is Friday 30<sup>th</sup> June 2017.

## PERSONAL INFORMATION

First name:	Last Name:
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Address:
Telephone:
Mobile:
Email:

## STALL DETAILS

Name of Business:
Website:
Number of staff working on stall at the event:*
Names of people working on the stall at the event:

\*Passes are only available for people working on stall. Sorry we cannot provide passes for family/friends who are not working. They will need to purchase a ticket to the event.

Description of business (please also send photos of your stall)
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## YOUR REQUIREMENTS

Please indicate by crossing out the box if you require any of the following:

- I will be using my own stall.
- I would like to hire a BML 3m x 3m pop up shelter including side walls (cost £30)
- I would like an Electrical power supply (2 x 13 amp sockets cost £30)
- I require a vehicle pass. My registration number is \_\_\_\_\_
- I would like \_\_\_\_\_ (no.) cables for my stall (£30 Deposit per cable)
- I would like to hire \_\_\_\_\_ (no.) Trestle Tables (cost £8 each)
- I would like to hire \_\_\_\_\_ (no.) chairs (cost £5 each)
- I have read, understood and agree to the terms and conditions stated below that apply for trading at Bingley Music Live**

## **Terms and Conditions**

Please read the terms and conditions for trading at Bingley Music Live.

By submitting your application to trade you acknowledge that you will abide by the terms and conditions as stated.

### **Payment**

All traders who are successful in their application will be notified in order to secure the pitch. The site fee must be paid in full by end of July 2017.

### **Insurance**

All traders are required to carry public liability insurance. If there are 5 or more staff on your stall, including yourself then you have a legal obligation to carry Employers Insurance as well. You may wish to insure your property against damage. We will ask for a copy of your current insurance documents.

By accepting these terms and conditions you acknowledge that Bingley Music Live or its staff or representatives are not responsible or liable for:

- any financial losses incurred by you
- any loss of or damage to your equipment, goods or personal belongings.
- any injury of employees or staff working for or connected to you.

### **Health and Safety**

Traders are expected to comply with the Health & Safety at Work Act 1974. Traders must provide BML with a copy of all their documentation as requested in the check list at the end of this form. These forms will then be reviewed.

### **Fire Safety and First Aid**

**Fire Safety:** Traders are required to have a dry powder fire extinguisher at their stall. Please make sure your extinguishers have not reached their expiry date.

**First Aid:** You are responsible for supplying first aid of your staff. Traders are required to have a proper first aid box at their stall for use by staff. If you have five or more staff, including yourself, you are obliged to keep an accident report book for your stall.

### **Trade Stall Structures & Equipment**

Pop up shelters are only provided on request and at the charge listed. In all other circumstances traders must provide their own tents or similar structures. Any tent or marquee canvas textiles MUST meet fire safety standards and have all documents to support this.

Marquees have to be fit for purpose. Makeshift constructions are not acceptable. The British summer throws up extreme weather conditions and a flimsy pop up tent is unlikely to be fit for purpose. If your structure looks unsafe or unsuitable you will be asked to cease operation and pack up.

Please note: Any additional equipment provided by Bingley Music Live needs to be returned at the end of the festival in the same condition that it was provided. Traders will be charged for the value of any equipment that is lost or damaged.

Cleaning of pop up shelter or side walls                      £30

Damage or non return of table	£30 per table
Damage or non return of chair	£30 per chair
Damage or non return of extension cable	£30 per cable

### **Lighting**

BML will provide lighting both internal and external to your stall.

### **Electricity on Site**

Private generators are not allowed on site. All power to trade stalls that request power will be provided by the on-site generators. If you need an electrical supply this should be requested as part of your application.

You will need to provide your own outdoor extension lead to plug into the site generators (a 13amp double socket). Cables and additional cables can be supplied but a deposit of £30 per extension cable is required. This deposit will be refunded on return of the cable/s.

- Electrical equipment must be PAT tested and certified as fit for purpose.
- Equipment and wiring should be properly insulated and earthed.
- All sockets, plugs and wiring should be adapted for outdoor use and protected from the elements.
- Should BML Site Staff find faulty or untested electrical items or connections within your stall you will be asked to disengage the equipment or may be asked to cease trading with no refund on your fee.

### **Waste**

You are responsible for good housekeeping throughout the event. Please keep your pitch (both front of house and rear) clean. You must bring at least one bin for inside your stall – and if it is full please empty it into the bins available on site.

Please leave your pitch the way you found it when you leave the festival. If we find your pitch left with litter and waste, you will not be invited back to BML festival and we may send you a bill for the clear up. Bins will be provided nearby and will be emptied regularly.

“Bring only what you need” - Please leave unnecessary packaging at home - it forces future trade pitch costs to go up, costs you money to transport the stuff and it's bad for the environment. Please recycle where possible.

### **Water Standpipes and Waste Water**

Water will be available on-site from stand pipes located within the confines of the festival. Unfortunately we are not in a position to supply a direct feed to your stall. Water will have to be transported in containers so be prepared with sterile water containers and a method to transport them to your stall.

Stand pipes are communal and we ask that for the purpose of maintaining sanitation you do not connect a hose to the taps in order to fill up your containers.

### **Deliveries**

Due to the set-up of the site, deliveries to site must be arranged for the Friday morning prior to the festival commencing and must take place before 12:00 midday. Due to the nature of the site this may involve 'hand balling' your stock to your pitch. So if you expect a delivery please allow for this.

Any deliveries throughout the weekend will be turned away unless prior arrangement has been made.

### **Sound Systems**

Bingley Music Live has to comply with some very sensitive licensing conditions regarding noise levels. We ask that you do not have a sound system at your stall. Failure to comply may mean that your stall will be closed and you are asked to leave with no refund.

### **Ticket Issue and Vehicle Passes**

Please note, we only issue passes for people working at your stall and do not issue passes to family/friends.

We also need the registration of the vehicle you will be bringing. Please keep in mind that there is limited room for vehicles, and your vehicle will not be parked directly adjacent to your pitch.

After the set-up period vehicles are to be parked in a nearby car park. Pedestrian access to this car park is available at all time but vehicle movement will only be permitted once the vehicle curfew has been lifted (approximately half an hour after the show finishes each night)

No dogs or pets will be allowed at pitches or anywhere on the festival site!

### **Festival Times**

Traders are invited to join us from 08.00 on Friday 1st September. You must be in place and ready for a Health and Safety inspection by 12:00 midday on the Friday lunchtime.

Gates open to the public at 15.00 hrs on Friday.

Trading times are as follows:

- Friday 1st September 2017            15:00 – 21:30
- Saturday 2nd September 2017       11:30 – 21:30
- Sunday 3rd September 2017        11:30 – 21:30

The site must be vacated by 14:00 hrs Monday after the festival.

Any trader who arrives late, i.e not ready for inspection on Friday before the festival will not be permitted on site and will forfeit any pitch fee that has been paid.

### **Cancellation**

Any stall wishing to cancel their pitch at the festival will be subject to the following pitch charges/return.

(4 weeks notice) - 50% refund will be made

(2 weeks) - 25% refund will be made

(less than 2 weeks) - 0%

### **Prohibited Items**

There are some items that we do not want sold on event site. No trader may sell:

- alcohol or tobacco
- no herbal or legal highs (including NO canisters, chargers or paraphernalia)
- nothing in glass containers
- weapons, anything that can be interpreted as a weapon
- explosives of any sort

- tin foil barbecues or charcoal
- sky lanterns

BML operates a strict 'NO GLASS/NO CANS policy. If you are bringing your own drinks please bring them in plastic bottles. Drinks in glass bottles and cans are not permitted.

A full list of items that are prohibited from being brought into, and hence sold at the festival can be found here -<http://www.bingleymusiclive.com/notbring.php>

Any trader found offering prohibited items will have the items removed, asked to cease trading or to leave and may be prohibited from trading at BML in future years.

### **Final Checklist**

If your application is successful we will be asking you to submit the following documentation as relevant to your stall. We ask that you please, "think green" and submit electronically if possible;

- Public Liability Insurance
- Employers Liability Insurance
- Fire Risk Assessment
- PAT test certificates and electrical systems test certificates (if bringing your own cables)