

# Food Vendor/Trader/Exhibitor Terms and Conditions - 2024

## APPLICATION AND PAYMENT TERMS

Completed applications by all Vendors, Traders and Exhibitors (VTE's) must be submitted via the website ([www.comptonfestival.co.uk](http://www.comptonfestival.co.uk)) and will be reviewed by **Compton Festival** organisers on a case-by-case basis. We will email the Vendor/Trader/VTE (VTE) to confirm whether the application is accepted.

A booking is only confirmed once **Compton Festival** have accepted the application form and the pitch fee of £30 has been paid

**We are also asking that each VTE donates 10% of their total revenue from the festival (minus the pitch fee) to the same account below within two weeks of the end of the festival.**

Should you need to cancel your pitch, you will receive a refund of 50% of monies paid as long as this is done before 15th July 2024. For any cancellations after this date no payments will be refunded.

Online Payments should be made to the following account;

- Sort Code: 20-20-62
- Account Number: 50293288
- Account Name: Compton Parish Recreation Ground

## VTE Required Documentation

Below is a list of the documents required (where applicable). Those marked with an \* should be emailed prior to the festival, the rest can be presented on the day (if required).

- Food Hygiene Certificates for staff
- Food Hygiene Rating for your business \*
- Public and Employers Liability Insurance \*
- Proof of being registered with a local authority \*
- Gas safety check documents (if using gas)
- Electrical safety documents (e.g PAT tests)
- Allergen Information (for displaying to customers)

## Pitches

VTE pitches are space only and do not include any other furniture/gazebos. We are fairly flexible on allocation of space, so please let us know how much space you will require so you can build into our site plan. If we feel your request is on the excessive side, we will let you know 😊



VTE's are responsible for providing everything they require to run their stand. Power can be provided – please highlight in your application if this is required.

VTEs are not permitted to trade outside of their fixed pitch.

**Compton Festival** will plan the layout of the event carefully in advance to try to satisfy the requirements of members of the public and VTEs alike. The layout of the festival and specific pitch allocation can't be altered on the day. Any specific requirements or pitch preferences must be requested at the time of booking.

**Compton Festival** will ensure a variety of stalls with a mix of products and crafts but cannot guarantee number of stalls per type or whether other stalls will be selling similar products as their secondary products.

### **FESTIVAL TRADING AND SITE OPEN TIMES**

The festival is open to the public from Midday Friday 30<sup>th</sup> August to 11pm Saturday 31<sup>st</sup> August

### **TIMINGS**

VTEs can come on site from 6am on Friday 30<sup>th</sup> August to setup their gazebos/stands

Food Vendors should ideally be providing food from Midday until 10pm on both days and if possible until 11pm.

VTEs are asked to leave dismantling their stands until after 10pm to avoid disrupting the festival. If you do need to leave early for some reason, please let us know in advance so we can plan accordingly.

Restricted vehicle movement between 9am – 11pm. If vehicle access is required between these hours please arrange with Event Organisers in advance.

### **MAIN SITE ADDRESS**

Compton Recreation Field, Compton, West Sussex PO18 9EX

What3Words ///inclined.hotspots.stall

A separate Site Map will follow detailing car parking, entrance/exits, First Aid, stage, site numbers etc

### **POWER REQUIREMENTS**

All electrical equipment must be PAT tested and certificates visible with the dated test label clearly attached. An inspection by the Health and Safety Officer will take place Saturday morning.

### **STAFF PASSES & PARKING**

Once on-site please register with a member of the **Compton Festival** team and collect your staff wristbands which will give you and your staff access for the duration of the event. Free parking will be supplied for all VTE's. Details and map to be provided prior to the event. Please display your issued vehicle pass when using this car park.

## TAKING PAYMENTS

VTE's can take cash or card payments from customers. The VTE is responsible for providing their own network connectivity for cashless payments (no wifi will be available)

## FIRST AID

VTE's are required to provide their own first aid kit. Please contact the **Compton Festival** organisers in the event of first aid emergencies and also where applicable the emergency services.

In the event of an emergency evacuation of the area, traders will be instructed on the course of action by security. In the case of a fire please make safe your area if safe to do so and then follow the stewards instructions to safety.

## GENERAL

- The VTE agrees that it will not hold **Compton Festival** liable for any losses, injury or damage to it or its equipment that is incurred consequent to its activities at the festival.
- The VTE accepts and agrees that **Compton Festival** will not be held liable for its volume of trade at the event.
- Security will be provided during the event.
- **Compton Festival** will not be responsible for any cash.
- **Compton Festival** holds public liability insurance but this does not cover the VTE's own stock, cash, contents, employees' insurance etc.
- Parking in the car park is at the owner's risk.
- VTE Wristbands must be worn at all times
- VTE's must keep their stall area (and the immediate area surrounding it) tidy and clear of all rubbish. VTE's are responsible for disposing of their own refuse. Refuse and recycling points will be available at various locations across the event location. A £100 clean up fee may be charged if any VTE fails to dispose of their refuse in this manner or leave their rubbish anywhere other than as directed.
- No VTE shall be allowed to behave in any way so as to cause annoyance/risk of, and/ or actual damage/harm/ loss to **Compton Festival**/members of the public/other VTEs.
- All VTE must remain trading during the event hours as specified in the application. Restricted movement of vehicles on site until the event is closed to the public.
- Selling of goods by auction is not permitted at **Compton Festival**. Any VTE selling goods in this way will be asked to stop.
- It is the responsibility of the VTE to secure their own property during the event (and overnight if applicable) **Compton Festival** do not accept any responsibility for theft, loss or damage incurred.