



ISLE FEST
RETAIL VENDOR APPLICATION FORM
2019

PLEASE NOTE THAT ALL RETAIL STALL / PITCH SPACES ARE LIMITED AND ARE OFFERED ON A FIRST COME, FIRST SERVED BASIS.

In order to book a pitch at Isle Fest, please complete and return this form via email to admin@islefest.co.uk ASAP

If successful, payment for your relevant trade stand will be required via BACS. Applications received without payment (once notified) will not be booked and confirmed.

Applications via email to: admin@islefest.co.uk

Please fill in the following details :

CONTACT NAME	
BUSINESS NAME	
TRADING ADDRESS	
COUNTY & POSTCODE	
VAT REG NUMBER	
TELEPHONE & MOBILE	
EMAIL	
WEBSITE (IF APPLICABLE)	



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VENDOR / TRADING CRITERIA

Successful traders must use a pop up gazebo no more than 3m x 3m and must also provide their own table and collapsible camping chairs if required (If your gazebo is more than 3m x 3m please contact us)

All goods / activities must be sold / take place within the gazebo space

No electric is provided for stall holders.

Each trade stand / pitch owner named on this application will be totally responsible for their own equipment and merchandise in relation to public safety and as a safe guard must have their own public liability cover. Isle Fest promoters and Sheppey Sports Club will not be held responsible for an accidents, damage, theft or otherwise to your stall or by your stall, merchandise to the public. Please ensure you have the necessary means to secure your stall and pitch.

The stall holder shall have no claim against the organisers or site owners for loss or damage to the stall holders fixtures and fittings or equipment caused by any person

NO GLASS BOTTLES WILL BE ALLOWED ONTO THE FESTIVAL SITE

YOU WILL NOT BE PERMITTED TO SELL ANY FOOD OR DRINK

PLEASE PROVIDE REGISTRATION NUMBER, MAKE AND MODEL OF VEHICLE YOU WILL BE ARRIVING IN	
PLEASE STATE THE NUMBER OF STAFF ATTENDING ON YOUR STALL / PITCH (THIS WILL BE LIMITED IN RELATION TO YOUR SERVICES)	

**YOUR VEHICLE WILL BE REQUIRED TO BE PARKED AT THE BACK OF YOUR STAND FOR THE DURATION OF THE EVENT. YOU WILL NOT BE PERMITTED TO DRIVE YOUR VEHICLE OFF THE FESTIVAL SITE AFTER SET UP.
YOU WILL BE RESPONSIBLE FOR DISPOSING AND TAKING AWAY OF YOUR OWN WASTE.
STAFF MUST ARRIVE TOGETHER AND NAMES MUST BE SUPPLIED IN ADVANCE.**



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INFORMATION REQUIRED

Please complete the following. Exhibitors will be required to provide copies of the following documentation in advance of the show and will not be allowed on site without these

Please provide us with a description of your products you will be selling at the festival. We will use this information to market your attendance at the show:

Please provide a full price list of goods to be sold or the cost of activities taking place. Prices cannot be changed once your application has been submitted and confirmed and will be checked on the day:

Please note that due to the location of this event there is no electrical supply on site and all outside stands will be required to supply their own generator if power is required **(not petrol by any means)**

PLEASE ATTACH COPIES OF ALL SUPPORTING DOCUMENTATION

PLEASE NOTE THE FOLLOWING ARRIVAL AND SET UP TIMES FOR YOUR STAND

SATURDAY 25th MAY 2019

ARRIVAL FROM : 13.00 : NOT LATER THAN : 14.00
SET AND READY BY : 16.00 : FOR GATES AT 17.00 : EVENT FINISH : 22.00

SUNDAY 26th MAY 2019

ARRIVAL FROM : 08.00 : NOT LATER THAN : 09.00
SET AND READY BY : 11.00 : FOR GATES AT 11.30 : EVENT FINISH : 18.00

NO ENTRY TO VENDORS WILL BE PERMITTED AFTER THE ABOVE LISTED AND DESIGNATED TIMES. ANY VENDOR ARRIVING AFTER THE STATED TIME WILL NOT BE PERMITTED ON SITE AND WILL NOT BE REIMBURSED IN ANY WAY. FAILURE TO ABIDE BY OUR TERMS & CONDITONS WILL RESULT IN CLOSURE OF YOUR FOOD STAND AND NO TRADING WILL TAKE PLACE.



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PRICING 2019
Weekend Rate (Saturday and Sunday Trading)

Retail Vendor (for Saturday 25th & Sunday 26th May) (Face Painting, Glitter Art, Jewellery, Beauty, Arts, Crafts, Fashion, Home Essentials etc)	£45.00 +VAT FOR 2 DAYS TRADING PER STAND
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Terms and Conditions

1. Access to set up within the Festival Site (Sheppey Sports Club, Queenborough Road, Halfway, Isle of Sheppey) is available from Saturday 25th May 2019 13:00 - 14.00 and from 08.00 – 09.00 on Sunday 26th May 2019.
2. All vehicles (if applicable) must be parked behind your food stand as quickly as possible to allow the next food vendor to set up. Retail stalls / stands must be open from 17:00 to 22:00 on Saturday 25th May and 11.30 to 18.00 on Sunday 26th May 2019.
3. Each trade stand / pitch owner named on this application will be totally responsible for their own equipment and merchandise in relation to public safety and as a safe guard must have their own public liability cover. Isle Fest promoters and Sheppey Sports Club will not be held responsible for an accidents, damage, theft or otherwise to your stall or by your stall, merchandise to the public. Please ensure you have the necessary means to secure your stall and pitch.
4. Staff must be suitably dressed in clean appropriate clothing or uniform or protective clothing and be aware of their responsibilities in relation to the event.
5. The festival organisers and site owners will not be held responsible for any theft, damage or loss. Removal of your stall / pitch / gazebo can only be done between 18.30 and 19.30 on Sunday 26th May 2019.
6. The stall holder shall have no claim against the organisers or site owners for loss or damage to the stall holders fixtures and fittings or equipment caused by any person.
7. The individual trade stand holder is responsibility for the safety of their designated area and people in or around these at all times.
8. Re-stocking cannot take place and restrictions to vehicle movement will be imposed on the festival site. Please ensure you are fully stocked for trading.
9. All trade stands must be kept clear of litter throughout the event and rubbish must be removed by each vendor from the site at the end of each day. No rubbish by vendors will be allowed to remain on the festival site. You are responsible for your own rubbish.
10. Signage or equipment must not encroach onto the pedestrian walkway in front of each designated area and all branding must be inside individual's trade stand.
11. Failure to comply with any regulation will lead to removal from the show.
12. Isle Fest terms & conditions are made up of all pages within this document (5 pages) and must be adhered to at all times.
16. Cancellation by vendor to the festival organisers must be in writing via recorded delivery. The following will apply in the event the vendor cancels : 50% refund 50 days prior to show, 25% 40 days prior to show, 0% 39 days or less.



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All exhibitors must sign the contract below to indicate they have read and agree to the terms and conditions applying to the site offered to them as detailed herein. Failure to comply with this legislation will result in removal from the showground without recompense.

I have read and agree to the above conditions and have answered all questions in full for Isle Fest 2019

NAME IN PRINT	
POSITION	
SIGN	
DATE	

Please email completed forms to admin@islefest.co.uk

You will be notified if you have been successful to trade at Isle Fest 2019 at our earliest convenience. We will then require full payment via BACS. An application is not valid or confirmed until a fully completed form is received with full payment and copies of your certificates as listed in this application.

PLEASE CHECK YOU HAVE COMPLETED THIS FORM IN FULL AND YOU HAVE COPIES OF YOUR CERTIFICATES ATTACHED.