



Leamington Peace Festival

PO Box 1686, Leamington Spa, CV31 1WS

Tel: 0845 388 4207 www.peacefestival.org.uk

E-mail: stalls@peacefestival.org.uk

Dear friends,

Enclosed is an application form for the 2010 Peace Festival. Please read the information, fill in and return with payment & Sae by March 31st

2010 Stalls Application Information, terms & conditions

Please read carefully & keep for information. Sending an application form is acceptance of these terms & conditions

Venue: Pump Room Gardens, Leamington Spa, CV31 1WS

Dates: Sat 19th & Sun 20th June 2010.

Site information & conditions:

- The festival opens to the public 11am – 9pm on Saturday 19th June and 11am - 5pm on Sunday 20th June. Traders set up from 9am to 8pm on Friday 18th, or from 7.30am on the Saturday.
- The site plan is drawn up in advance and published in the programme.
- Please do not pitch your stall without being shown to your pitch.
- We allocate your location in advance, this is NOT NEGOTIABLE
- The Festival takes place in a public park, in the centre of Leamington. The park is unfenced and open to the public at all times (including nighttime).
- Security is your responsibility – thefts from stalls do happen.
- We cannot be responsible for any loss or damage. We REQUIRE stallholder to have public liability & contents insurance – you are not covered by the Peace Festival.
- No power is provided for stalls, all entertainment is during daylight hours. Please do not bring generators unless absolutely necessary.
- All dogs must be kept on leads.
- No Fires are allowed in accordance with the council regulations.
- No loud music is allowed at anytime as the gardens are located in a residential area. We only provide **one** vehicle pass per pitch, please do not park on the roads/ pathways – the size of your pitch should also include the size of your vehicle.
- Please tidy your own pitch before leaving – pick up & recycle your own litter.
- No Flypitchers - The terms of our licence do not allow for casual trading. Only traders who have pre-booked and pre-paid will be allowed on site. Any unauthorised traders will be escorted off-site
- All stallholders must read & comply with the Festival Health & Safety policy, & comply with any instructions given by members of the Festival Committee, the Council & any emergency at all times.

Festival Aims & Stalls Policy

The Leamington Peace Festival aims to promote an understanding of international peace by:

- Enabling international/ local organisations/ individuals to participate in the festival
- Raising awareness of world and local issues
- Giving individuals ways of becoming involved in the world around them
- Providing an opportunity for local crafts people to share their skills
- Promoting fair trade practices
- Encouraging local artists and entertainers to share their skills

Leamington Peace Festival is committed to raising awareness & promoting ethical & fair trade living therefore priority is given to stallholders who:

- Sell Organic/certified fair trade products
- Are or use local craftspeople and businesses
- Use renewable energy sources when possible
- Promote recycling/re-using of resources

Please supply information with your application form to show that any foodstuffs or goods that you are intending to sell have fair-trade and/or organic status

We will not consider traders selling:

- toy weapons
- products with excessive packaging
- Anything made from coral, tropical hardwoods or non-renewable resources

All goods for sale must comply with the Festival's ethical and fair-trade policies

Campaigning/Pressure Groups

- We welcome charities, pressure groups, religious groups and others working for global, social and individual change, these are integral to the Festival ethos.
- No charity collections are allowed away from your stall
- If you are a campaigning group who would like a presence but wouldn't need a full-size pitch please contact us for other possibilities – stalls@peacefestival.org.uk
- A maximum of 2 Trestle Tables available free for charities and campaigning groups only and must be booked in advance on the application form & returned Saturday & Sunday evening.

Stall Fees & Application Process

We almost exclusively fund the festival from stalls revenues – and take payment in two stages:

1) A pitch fee – payment in advance

2) 10% of your takings at the close of the festival on 20th June.

(Failure to pay by July 31st will result in a refusal of any subsequent application forms.)

Campaigning stalls whose takings are under £100 are exempt from the 10% fee.

The rates are as follows:

A @ £50 – 4.6m x 4.6m (15ft x 15ft), for charities and campaigning groups only

B @ £60 - 4.6m x 4.6m (15ft x 15ft)

C @ £75 – 4.6m x 6.2m (15ft x 20ft) – please specify which length is stall front on form.

Pitch size includes any camping/vehicle space you require.

If you don't book the right space there won't be room when you arrive! It is your responsibility to ensure that your stall fits within the space you have booked.

A SAE must be included with your application

Please note no spaces will be allocated until after March 31st.

If your application has been successful your payments will be cashed & you will be sent a receipt, car pass & further information which you will need to show when you arrive onsite.

Workshops/Talks

- We encourage stall-holders to demonstrate their craft skills to the public. Please contact us with details as a stall discount may be provided.
- Throughout the festival there will be opportunities for campaigners to give 3 minute talks on the theme of peace. If you would like to deliver a talk please contact us.

We look forward to receiving your booking, and hopefully seeing you in June, for any further information please email stalls@peacefestival.org.uk – remember we are all volunteers so please be patient!

Leamington Peace Festival Stall Application Form



Sending in an application is NO guarantee of a pitch as we always receive more applications than pitches. All pitches will be allocated after the deadline of March 31st

Name of organisation (to appear in programme):

Name of contact (in block capitals):

Description of stall & goods to be sold:

Address:

Telephone:

Email (please print clearly – this is our preferred contact method):

Pitch Information

Please provide the size of your pitch (either in feet or metres) – to include the size of any vehicle you bring onto the site, and any camping space required.

Pitch front = x pitch depth You will not be able to leave a vehicle on site if it is not included in the size of your pitch.

The rates are as follows:

A @ **£50 – 4.6m x 4.6m** (15ft x 15ft), for charities and campaigning groups only

B @ **£60 – 4.6m x 4.6m** (15ft x 15ft)

C @ **£75 – 4.6m x 6.2m** (15ft x 20ft) *It is your responsibility to ensure that your stall fits within the space you have booked*

Free Trestle Table hire – charities and campaigning groups only

No. of tables (max. of 2): *must be returned Sat & Sun pm or you will be charged*

Advertising

The festival programme is free and distributed in advance & to all festival goers, meaning that your advert will be seen by thousands of people.

Please circle the size and colour you require & email advert copy to ads@peacefestival.org.uk

Colour:	Full page (A5) @ £120	Half page (A6) @ £75	Quarter Page @ £45
Black and White:	Full Page (A5) @ £50	Half page (A6) @ £30	Quarter page @ £20

I have read & agree to the financial terms & other conditions as set by Leamington Peace Festival (on attached information sheet)

Signed: Date:

Payments included:

Pitch (including vehicles/camping):

Advertising:

Total:

Please make cheques payable to '**Leamington Peace Festival**' and send with a S.A.E to:
Peace Festival, PO Box 1686, Leamington Spa, CV31 1WS before March 31st

Please include a copy of your public liability insurance and details of your fair trade/organic status

Leamington Peace Festival is run solely by volunteers and we will be in touch after the deadline. Your details will be stored on our database and published in our programme and website