



Rhythm Festival

20th to 22nd August, 2010

Rhythm Company Limited
16 The Woodlands
London SE13 6TY
Tel: 020 8698 7833 Fax: 020 8698 7834
Email: rhythmcompany@btconnect.com
www.rhythmfestival.com

Dear Trader

Thanks for expressing interest in trading at the fifth Rhythm Festival, to be held at Twinwood Arena, Clapham, near Bedford, over the weekend of Friday August 20th to Sunday 22nd, 2010.

Attached is a copy of the Non-Food Traders Application Form together with the terms and conditions of trading.

Rhythm Festival aims to be more intimate and friendlier than most festivals. Our capacity this year is 5,000 and we predominantly cater to a high-spending ABC1 audience (aged predominantly 25-55, with around 18% children under 12), most of whom will be on site the whole weekend. We are offering a family festival for people who love festivals but who don't want rip-off burgers, one-minute-wonder bands and indifferent booze. We are looking for the very best caterers and top traders, and we'll try our utmost to ensure that you have a pleasant and profitable weekend.

Although we aim to keep duplication to a minimum, it must be remembered that no one is being offered an exclusive to trade in any particular product.

There are two trading options for non-food retailers, both cost £352.50 (inc. VAT) for the weekend. Main Arena Boxes are a fixed size and cannot be enlarged. The 'Festival Village' space is larger and can be extended. (Important: these prices are for space only – you have to provide your own stall – though Arena boxes are covered.)

Main Arena Box: trading from partially-covered boxes around the Main Arena. There are only nine boxes available and we are looking for good-looking stalls. The size of each box is: floor, 12ft by 12ft; awning 12ft by 8ft. All boxes have a veranda type front and a raised wooden decked floor. Traders need to bring their own security sheet (approximately 12ft by 8ft in size), to cover the front of their stall at night. The following extra conditions apply to trading inside the Arena:

- 1) Light vehicles only will be permitted to drive onto the Arena to load/unload, and, in the event of very wet weather, vehicles may not be permitted to drive into the Arena, Instead a loading/unloading area will be made available as close as possible to the Arena.
- 2) No camping is allowed in the Arena, which must be vacated between the hours of 12midnight and 9am nightly. A nearby camping space will be provided.

The Festival Village: The main trading area will accommodate roughly 20 stalls, each of which is 3 metres wide x 5 metres deep – including storage space and camping – as standard. Stalls can be widened at a cost of £55.00 (inc VAT) per metre, but cannot be deepened.

Applications must be accompanied by full payment (non-refundable, if accepted) and a copy of your current Public Liability Insurance Certificate for £5,000,000 (min). If your policy expires before August 20th please still send us a copy and ensure you send your updated copy as soon as you can before the Festival. If accepted, your cheque will be banked and you will be notified after it has cleared. Should your application be unsuccessful, your cheque will be returned.

Traders will receive a maximum of 3 trading passes (plus up to two free children's passes) plus 1 camping space per trading space booked. In the event of extra space being paid for (Festival Village only), 1 extra pass will be allowed for each £100 spent. Extra passes will be available at the £90 per person and will not be available should the Festival sell out.

I do hope you can join us at Rhythm Festival 2010. It wouldn't be the same without you!

All the very best,

Jim Driver
Festival Director



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Terms & Conditions of Trading at Rhythm Festival 2010

- 1. Applications** All applications must be submitted on the attached application form and returned to the Festival Office together with full payment. No space is guaranteed until the organiser has sent a confirmation letter or email.
- 2. Hours of Trading** Access for setting up will be between 12midday and 18.00 on Thursday 19th August, and 10:00 and 14:00 on Friday 20th. All Traders must be at their stalls and ready to trade by 15:00 (12noon for caterers - see 8, below) on Friday 20th August, 2009. Your stall should be open and trading from 15:00-23:00 on Friday; 10:00-23:00 on Saturday; and 10:00-22:00 on Sunday. No trading is permitted after 23:30 on the Friday and Saturday and 22:00 on the Sunday. Stalls must not be dismantled until 22:00 on Sunday at the earliest without the written permission of the organisers first having been obtained. Any trader dismantling or removing any stall prior to this time will not be allowed to return next year. The site must be vacated by 12:00 noon on Monday 23rd August. Rhythm Festival reserves the right to alter these timings and the hours and operation of the event without notice.
- 3. Sub-contracting** stalls or part of stalls is not permitted without advance permission. A surcharge may apply.
- 4. No Exclusive Right** The granting of a trading space does not guarantee the Trader any sole rights unless previously and expressly agreed in writing by the organisers.
- 5. Staff** All traders must provide an adequate number of staff for the operation of their trading area and ensure that such staff are over the age of 16, adequately trained, civil and sober at all times. Offensive, abusive or threatening behavior will not be tolerated and will render the trader's operation subject to closure and ejection. Traders are responsible for the behaviour and welfare of their staff and any children they may bring.
- 6. Passes** Traders and their staff must adhere to the published pass system. Passes that have to be replaced for any reason will be charged for at the full weekend ticket price.
- 7. Liability** Neither the organisers of the Rhythm Festival nor their representatives shall be liable or responsible for any injury to traders, their employees, agents, guests or visitors while within in the confines of the trading spacing allocated to them.
- 8. Food traders** There are certain rules in our license that apply specifically to food traders:
 - Registration and certificates:** Food traders must be registered with a UK local authority and hold current food hygiene certificates, photocopies of which must be submitted with their application. Copies will be supplied to the licensing authority by the organisers, who are also bound to notify names and addresses of all caterers to the local police authority for approval.
 - Refrigeration:** Food traders will need proper refrigerated units in which to store their foodstuff suitable for an event of 3 days. Deliveries on site are not usually permitted during the Festival.
 - Inspection:** All caterers must be set-up and available for inspection by Bedford Borough Council inspectors by 12noon on Friday 20th August. Any caterer who does not satisfy the inspectors will not be permitted to trade.
 - Attendance:** Food stalls and vehicles must be attended at all times the public is on site and must be secure against trespass at all other times. This is a License condition.
- 9. Insurance** Traders will not be permitted on site if The Festival has not received a copy of the trader's Certificates of Employers' Liability and Public Liability Insurance. Traders are also responsible for ensuring contractors delivering to or working on their stalls are suitably insured. The minimum level of insurance required on our license is £5,000,000 per occurrence in respect of Public Liability, Products Liability and Employers' Liability.
- 10. Risk assessments** are required for all traders and should be returned with this form.
- 11. Trade space cleaning** The organisers will arrange for the cleaning of the general areas of the site. Traders must, at their own expense, keep their areas clean and in a first class condition at all times.
- 12. Vehicles** Vehicle movement is severely restricted during the hours during which the public are on site and can only be sanctioned for extreme and unusual situations. All vehicles brought on to site are done so at their owners' risk. The Festival can accept no liability for loss or damage that may occur to vehicles during the Festival.



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Terms & Conditions of Trading at Rhythm Festival 2010 *(continued...)*

13. **Security** Security patrols will be employed by the organisers of Rhythm Festival on a 24-hour basis from 6pm on Thursday 19th until 12noon on Monday 23rd August. At all times traders shall be solely responsible for providing security for their trading space. Neither the organisers nor their agents shall be liable for any damage to the property of any trader, their agents, employees, guests or visitors and all traders hereby agree to indemnify and hold harmless Rhythm Company Limited, site owners Twinwood Events Limited, their agents against such claim loss or damage.
14. **Waste oil & water** Waste water must be disposed of as directed and not poured on to the ground. Traders are asked to make sure water taps are not left running. We have no facilities to dispose of waste oil and traders must ensure that it is removed from the site and disposed of safely and legally.
15. **Plastic and polystyrene disposables** are not allowed on site, only biodegradable paper and wooden disposables are allowed.
16. **Closed waste containers** must be provided and kept to the rear of trader's trading spaces to accommodate refuse generated during the Festival.
17. **Animals** No pets or other animals of any kind (including birds, reptiles, insects and live fish) can be brought into the Festival site or camping areas. This is a condition of our licence.
18. **Amplified music** No music can be played on any stall or trading space without prior permission in writing from the Festival organisers. The Festival reserves the right to curtail or reduce any excessive noise created by the trader if it is deemed to be affecting other traders or Festival activities.
19. **Unauthorised merchandise** No trader may sell or offer for sale any unauthorised merchandise of any kind. Unauthorised merchandise in this context shall include T-shirts, caps, badges and any item containing the name or logo of Rhythm Festival or Twinwood Arena, as well as illegal CDs, DVDs, tapes, and so on. All bootleg goods will be confiscated and may be passed on to the police and/ or trading standards officers.
20. **Electrical requirements and equipment** Neither we nor Twinwood Events Ltd (the site owners) are able to supply electrical power. All generators brought to the site by traders must be diesel and super-silent (no petrol generators are allowed on site). In accordance with legislation any sockets must be blue C-form. No standard indoor 13 amp, 3 pin sockets will be allowed. All electrical equipment on site must have been tested and have a current safety certificate. (eg PAT certificate).
21. **Political propaganda** or the raising of petitions will not be allowed on any trading space or on any part of the Festival site.
22. **Fire precautions** Traders must familiarise themselves with the fire precautions and must supply suitable and adequate fire extinguishers and fire-blankets for their trading space.
23. **Liquified petrol gases (LPG)** Traders are only allowed to bring on site one spare container of bottled gas for each container in use, which must be stored as directed by fire wardens and/ or the Festival management.
24. **Raffles and games** are not permitted, nor are games of chance on any trading space or anywhere within the Festival site and adjacent grounds.
25. **Distribution of literature, display notices and banners** Traders are not permitted to roam the Festival site handing out literature. The display of banners and signs shall be confined to the trader's own space.
26. **Alcoholic drinks** Under no circumstance are traders allowed to dispense alcoholic drinks or any item containing a measure of alcohol greater than 0.5% ABV. Any trader found in breach of this condition will be ejected from the site without warning.
27. **Items not permitted on site:** glass (even small bottles for own consumption), cans, body-piercing equipment, lasers, fireworks, weapons or potential weapons, petrol generators.



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Application for Non-Food Trading at Rhythm Festival 2010

This form is to book open ground in an unspecified position. Please use block capitals.

CONTACT DETAILS: Trading name: _____

Contact name: _____ Email: _____

Address: _____

Postcode: _____ Telephone: _____

Mobile: _____ Website URL: _____

TRADING REQUIREMENTS: Please give a brief description of all goods or services to be offered or displayed and (if possible) include a photograph representing your stand: (if you need more space, use an extra sheet)

SIZE & TYPE OF TRADING SPACE:

1. MAIN ARENA BOX (£352.50, inc. VAT): *Please tick*

Floor space: 12 feet x 12 feet (3.65m x 3.65m approx)

Please note: These need to be booked as early as possible, and should all Arena boxes be allocated, you will be contacted and offered a Festival Village space.

2. FESTIVAL VILLAGE TRADING SPACE (£352.50): *Please tick*

(4m wide, 5m deep) Extra frontage @ £55 per metre: _____ metres @ £55 = £ _____

STAFF & VEHICLE PASSES:

Number of staff passes required (max. 3) _____ Number of free children's passes (max 2) _____

Extra staff passes (@ £90 each) _____ Number of vehicle passes (max 2) _____

ELECTRICITY: We are unable to supply electrical power. The interior of arena boxes are lit by a single bulb. The area of the trading village will be illuminated during trading hours. If you are trading in the Trader's Village and need lighting inside your stall, we recommend the use of battery-powered lights. All generators brought into the site must be diesel and super-silent (NB: no petrol generators allowed on site).

If you are bringing your own diesel generator, *please tick*

◆ Are you interested in advertising your stall or business in the **FESTIVAL PROGRAMME**? YES / NO

Traders must enclose a cheque (made out to "Rhythm Company Limited") for the full amount of their trading space (extra passes and suchlike can be invoiced on acceptance) and include their public liability certificate with this application. Postdated cheques will not be accepted. Tickets & vehicle passes will be posted in July. By completing and submitting this form, traders accept our terms and conditions and agree that they will be adhered to in detail.