

SWANAGE CARNIVAL

Trade Stand Booking Applications 2023

Dear Trader

Thank you for considering attending the Swanage Regatta & Carnival 2023.

This letter and the accompanying Terms and Conditions contain important information. Please review the details carefully to ensure that you are able to comply with the requirements before submitting your application.

Access to and from the field is not permitted for traders between the hours of 10am – 5.30pm and 6.30pm - 11.30pm. If you will need to move your vehicle during these times you must park offsite.

If you would like to apply for a stall space during carnival week please complete and submit the form as early as possible, including copies of your insurance policy, risk assessments and health and hygiene certificate where appropriate.

Booking Restrictions

- We offer a restricted number of catering stall spaces
- The sale of alcohol is not permitted by any trader
- There is a restriction on the number of fairground type stalls and rides to comply with Swanage Town Council stipulations
- Bookings on the first weekend must be for both the Saturday and Sunday
- Priority is given to stalls booking for all 8 days
- Priority is given to local traders (Dorset)

Applications will be considered on an individual basis. We will aim to respond to all early enquiries by the end of February 2023. If your application is accepted, you will be invoiced requesting a 50% deposit to secure your booking. If payment is not received within 28 days, we reserve the right to allocate your space to someone else.

Booking documents or enquiries can be sent by email to trade@swanagecarnival.com.

Yours faithfully

Swanage Carnival

SWANAGE CARNIVAL

Trade Stand Booking Conditions

1. All stalls must be in place before 9.00am on any day.
2. Trader vehicles movement on the Showground is only permitted between the hours of 11.30pm and 10am and 5.30pm and 6.30pm. All vehicles must be marshalled on and off the Showground whilst events are running, and vehicles must display hazard lights whilst driving on the field.
3. Onsite parking is only available for selected spaces that are allocated by Swanage carnival. In these spaces a trader can have one vehicle per stall and full vehicle details must be provided in advance. Unauthorised vehicles will be asked to leave the Showground and arrange offsite parking (this does not include Carnival permitted parking) other than whilst setting up and dismantling the stall.
4. Camping is not permitted on the Showground by request of Swanage Town Council. If you must stay with your stall for security reasons, please specify reasons in your application form along with full details of any tents or vehicles to be used.
5. The position of the stalls will be decided by Swanage Carnival.
6. If a trader cancels or is unable to attend, Swanage Carnival reserves the right to re-let the space. No trader has the right to sub-let or permit anyone to use any part of their space.
7. Swanage Carnival reserves the right to refuse any application without giving a reason. The fee paid is only for the stall space. Other fees are payable for extra services on Showground that are detailed on the booking form.
8. Frontage must include an allowance for outside tent guy ropes (if used) and for the drawbars of display caravans. When booking for display caravans, please allow sufficient space to manoeuvre into position without interfering with adjacent spaces.
9. No generators provided by traders are permitted without prior consent from Swanage Carnival.
10. All stalls will be regularly inspected for compliance with our Terms and Conditions and Health and Safety requirements. We reserve the right to refuse any trader permission to continue trading at any time during our event.
11. We are not responsible for any theft/damage to stalls whilst on the Showground. All traders must hold their own relevant insurance and take reasonable precautions to protect their stall and its contents.
12. Relevant HSE requirements must be met, and traders must hold valid: Insurance; Public Health Certificates (such as Health & Hygiene/equipment certifications) and Risk Assessments. Copies must be provided with your application. If any certificate expires before the event, an updated version must be provided prior to the event.
13. Traders are responsible for clearing all their litter, to include all packaging. Litter must be put in the designated skips supplied and not in the bins provided for the public. Failure to comply with this requirement will lead to issuance of a fine of £100 and future bookings may not be permitted.
14. Food stalls must make their own provision for disposal of unused foodstuffs and must not use the skips for food waste. Failure to comply with this requirement will lead to issuance of a fine of £100 and future bookings may not be permitted.
15. In support of Swanage Town Council we are promoting environmentally friendly packaging and cutlery. No single use plastic is permitted as a sale item, including plastic drink bottles.
16. Traders are asked to observe and comply with relevant Government COVID-19 guidelines.