

6TH Annual



SATURDAY 4 & SUNDAY 5 JULY 2020 TRADERS BOOKING FORM

Please circle the trading days you require:

6x3 Pitch	Sat 4 July only	Sun 5 July only	*Early Bird booking offer: Both days
Premium Blue Zone (Britannia Pier to Empire Car Park)	£55 + VAT	£55 + VAT	£90 + VAT
Yellow Zone (Centre of Seafront. South of Empire Car Park up to Jetty)	£35 + VAT	£35 + VAT	£60 + VAT
Green Zone (Jetty to Pleasure Beach incl. Sea Life Centre Gardens)	£45 + VAT	£45 + VAT	£80 + VAT

***To qualify for the early bird booking offer, 2 day bookings must be made before Friday 28 March 2020.**

I wish to make a booking to trade at the 2020 Great Yarmouth Wheels Festival.

I understand that my pitch will be allocated by the Great Yarmouth Wheels Festival event organisers based on a first come first served basis within the required trading zone. Allocated pitches will remain the same for the 2 days of the festival unless directed by the event organisers.

A copy of my Public Liability Insurance is attached: Y / N
(Failure to provide this will cause your booking to be held as pending until provided.)

I confirm I have read and agree to the terms and conditions attached relating to trading at the 2020 Great Yarmouth Wheels Festival.

Delete as appropriate:

I have attached my cheque payment made out to GYBC for the amount of: £_____

I would like you to invoice me for my stand.
(Payment should be made at time of booking. Failure to pay by **Friday 5 June 2020** may result in you losing your booking).

Confirmation of your booking will be forwarded on receipt of payment.

Please complete your details and return your completed form to: Great Yarmouth Wheels Festival, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF.

Email: wheels@great-yarmouth.gov.uk

Please complete the details below in capital letters:

Trading Name:		
Type of product:		
Local Authority:		
Contact Name:		
Correspondence Address:		
Telephone:		Email address:
SIGNED:	PRINT NAME: _____ SIGN: _____ DATE: _____	
Is your business on social media? Add your account so we can tag your business:	e.g. Facebook @GYWheelsFestival	

At Great Yarmouth Borough Council, we take your privacy seriously and will only use your personal information to provide the services requested from us. You have requested that we process your entry to take part in the 2020 Great Yarmouth Wheels Festival. If you consent to us using your personal details for that purpose, please tick to confirm.

I agree

Please note that any charity collection buckets you may have on your stand must always stay on your stand. Further collections along the festival site are not permitted.

You can withdraw this consent at any time and should you withdraw your consent we will stop processing your booking. If you wish to withdraw your consent, please contact the Events Team on 01493 846344 or email wheels@great-yarmouth.gov.uk with Consent Withdrawn in the Subject Line

Signed **Date**.....

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SATURDAY 6 & SUNDAY 7 JULY 2020 TRADERS TERMS AND CONDITIONS

SITE TIMES

Saturday 4 & Sunday 5 July 2020

1. The site will be open to all traders from 07:30am
2. Traders will be advised nearer the event date whether they should enter from the North or South of the event site. Stewards will direct you to your pitch.
3. No vehicles will be permitted to enter the site after 09:00am and all non-stand related vehicles must be removed from the site by 09:30am, after which no vehicular movements will be permitted until after the event closes for the day.
4. The site will be open to the public from 10:00am on both days.
5. The event will close to the public at 18:00 on Saturday and 16:00 on Sunday.
TRADERS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.
6. After the majority of visitors have left the site, traders must wait for the all clear to be given before any vehicles already on site are moved. The event management will make checks before this announcement is made. No vehicles will be admitted to the site until this announcement has been made.
7. Should you have an urgent need to leave the site before this time, you are required to contact your nearest steward who will inform event management and organise stewards to walk your vehicle off site.
8. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
9. All traders must clear their stand from the site before **18:00** on Sunday.
10. If tables and chairs are sited near you for the public to use, please try to keep them clean and tidy.

SITE SECURITY

11. A limited security presence will be provided overnight on Friday and Saturday, but no guarantee can be given as to the safety of goods and equipment due to the length of the event site and therefore you are requested not to leave any goods or equipment in place overnight.
12. All traders are required to supply a copy of their Public Liability Insurance when completing the booking form and must arrange their own insurance for goods and equipment.

SAFETY

13. All persons using the site must follow the directions of the security personnel or stewards.
14. The public areas are to be kept clear of stock, equipment or rubbish and any location designated as a doorway or exit must be kept clear.
15. Any Trader who wishes to bring portable electricity generating equipment on to the site must gain permission in advance and must ensure that the equipment is fenced off to prevent public access and that it is set up in such a manner to prevent any injury to the public.
16. Traders should provide enough waste bins to hold any litter caused by the sale of their product. Arrangements should be made for the collection and disposal of your own litter.
17. Rubbish should not be allowed to accumulate on the trader's stall.
18. The trading area must be kept clear of all tripping hazards such as cables, and debris.
19. All traders must carry valid Public Liability insurance to the minimum value of £5m.
20. The speed limit for all vehicular movements on the site is five miles per hour. Anyone not adhering to this speed limit may be removed from site and not allowed to return.

**IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN PLEASE CONSULT THE GREAT YARMOUTH WHEELS FESTIVAL EVENT MANAGEMENT TEAM.
Email: wheels@great-yarmouth.gov.uk**

Thank you for your co-operation in helping us to make the Great Yarmouth Wheels Festival a safe and enjoyable event for everyone.