



# St. Richard's Canal Festival

4<sup>th</sup> May - 6<sup>th</sup> May 2019



**St. Richard's Festival** started in 2007. The event fills Vines Park and provides visitors with a great day out in the hub of the historic salt town of Droitwich Spa. The festival celebrates the life of St Richard, the Spa's Patron Saint, who, legend has it, made the town's brine wells flow again in the Middle Ages. It offers attractions to suit all ages including entertainment, classic and vintage cars in the town centre (Saturday only) and boat trips on the Droitwich Canal. The event starts at 5pm on the evening of Friday 3<sup>rd</sup> May, with a real ale bar, live music and entertainment that runs through until the Bank Holiday Monday, culminating in 'The Great Droitwich Duck Race' at 4.30pm. The Festival closes at 5pm on Monday 6<sup>th</sup> May. Trading hours are 10am - 5pm. Traders are able to trade from Saturday through until Monday.

## Why come?

### Benefits of exhibiting at St. Richard's Canal Festival include:

- Opportunity to participate in an event which attracts thousands of visitors.
- Inclusion on website and in the programme (charges apply).
- Publicise your business to new customers.
- Raise awareness and funds for your community or group.

## Pitch Locations

The festival offers a choice of premium and non-premium pitches in Vines Park. See booking form for details.

## Pitch Options

1. Options available for pitches: A pitch to fit 3x3m, 3x4.5m or 3x6m gazebo (*any other size must be discussed with the organisers before making a booking*) or a table in the marquee.
2. Stall rates depend on location and day. Premium pitches opposite the canal in Vines Park will be charged at a higher rate and these will be allocated on a 'first come first served' basis.
3. Charities and Community Groups: There is a price reduction for booking a pitch in the non-premium zone (see booking form). Charities and community groups can book a pitch in the premium zone but will be charged the same rate as trading stalls. Please note that in the event that bookings for pitches and tables are oversubscribed then priority will be given to Droitwich based groups, if they book by the deadline of 31st March 2019.
4. Traders can book for all 3 days (*which includes a discount - see booking form*) or select the individual days they wish to attend.

# General Terms and Conditions of Booking

## Stall Bookings

1. Applications for stall bookings will be taken for the St. Richard's Canal Festival that takes place from Friday evening 3<sup>rd</sup> May-Monday 6<sup>th</sup> May 2019 5pm. The Friday evening is not for traders. Trade stands 10am-5pm on Saturday, Sunday & Monday.
2. The full stall fee as outlined on the booking form is payable no later than Friday 30<sup>th</sup> March. Although applications may be accepted after this date, failure to pay and apply by 30<sup>th</sup> March 2019 will result in your business/charity not being included in all printed and online listings.
3. Applications for bookings must be accompanied by a cheque or bank transfer for the full payment for your stall or table. Cheques to be made payable to 'Worcester Birmingham & Droitwich Canals Society'. This cheque will be banked upon acceptance of the stall. No post-dated cheques will be accepted. The application form is not valid unless completed in full and signed. By signing the application form you agree to comply with these conditions.
4. Stallholders requiring electricity must book and pay for this using the stall booking form.
5. In the event of a cancellation, we regret refunds will not be given for bookings cancelled by exhibitors after 1<sup>st</sup> April 2019. 50% of the booking fee will be returned if cancellation is made before this date. Any cancellation needs to be received in writing or email by the stall booking agent on or before 31<sup>st</sup> March 2019.
6. No refunds will be given to stallholders if the festival cannot take place because of bad weather or ground conditions or for any reason beyond the control of the organisers; a change of performance programme or necessary re-siting of stalls. The festival organisers will not accept any responsibility for the level of trading during the event.
7. Pitches will be allocated on a 'first come first served' basis.
8. Priority will be given to locally based community groups for pitches/tables subject to bookings being made by 31<sup>st</sup> March 2019.
9. All applications for bookings will be considered and accepted entirely at the discretion of the St. Richard's Canal Festival organisers whose decision is final.

## Stallholder Requirements and Responsibilities

10. All exhibitors must possess a current Public Liability Insurance cover and must produce documentary evidence to that effect, please send this with the application or by the 20<sup>th</sup> April at the latest (copies are acceptable).
11. Stallholders are expected to comply fully with the relevant legislation in respect of Food Safety, Trading Standards and Health and Safety of Worcestershire Regulatory Services (for further advice please contact the organisers). Stalls may be inspected during the event and those deemed not to comply with relevant regulations may be shut down.
12. Services offered, articles sold and any vehicles brought into the Festival area are at the risk of the stallholder. In particular the stallholder is at all times responsible for the safety of all items sold and/or held at the stall. The St. Richard's Canal Festival cannot accept liability for any damage to or loss of any items howsoever caused.
13. Stallholders need to indicate on the booking form whether they perceive any health and safety risks and submit a risk assessment where necessary. Any stalls selling temperature controlled foods and/or cooking on the stall will be required to submit a risk assessment.

14. An electricity supply can be provided to your stall (charges apply). Stallholders must request electricity supply at time of application and all electrical items intended to be used must be listed on the booking form. Stallholders will be required to comply with an electricity supply agreement, which will be sent to you following receipt of the stall booking form. Diesel generators only are permitted subject to agreement by the event organisers. Petrol generators will not be allowed on site.

15. All gas equipment must be covered by a valid gas certificate issued by a registered gas engineer. This certificate must be available for inspection at the event.

16. Any equipment used for cooking/heating must be placed in a position, which is not accessible, by the public, particularly children. It must also be placed on a stable surface in a position which does not present a risk of injury to stallholders, their staff or anyone involved in the operation of the event.

17. Stallholders must provide fire safety equipment on their stands appropriate to their activities.

18. All stallholder must comply with directions and instructions issued by the St. Richard's Canal Festival and the official stewards. Failure to do so may result in your removal from the event.

## **Event Operations and Facilities**

19. It is important that a good mix of stalls and merchandise is provided. The St. Richard's Canal Festival Organisers committee will allocate appropriate pitch positions at its discretion.

20. Stallholders may set up during the morning from 7.30am-9.30am. All vehicles must be moved off site immediately after unloading.

21. Stallholders must have their stalls set up and manned at all times during the opening hours which are 10am-5pm. Stalls must be set up by the time the festival opens and must not be dismantled before it closes.

22. Access for vehicles is available at set up times between 7.30am-9.30am and take down of stalls after 5pm. **VEHICULAR ACCESS IS NOT AVAILABLE AT ANY OTHER TIME** (except in an emergency).

23. Access to Vines Park is via a bridge that has a 3 tonne axle weight restriction and a 2.6m width restriction. Please contact Bill Lambert (07815 986012) if this is likely to be a problem.

24. Exhibitor toilets and hand wash facilities are available in Vines Park and at the public toilets in St. Andrews Square Shopping Centre. Please ask where they are situated if unsure.

25. Stallholders are expected to keep their stalls and surrounding areas as clean as possible during the event and remove all rubbish at the end.

26. GDPR: By giving us your details you are agreeing to us storing and using them in accordance with the Data Protection Act 2018. We do not share this information with any other organisation. *For further details, please see our Privacy Policy on our web site.*

**Stall & Boat booking forms are available for download at the websites listed below or by post/email. If you do require forms to be posted to you please email: [strichardsinfo@wbdc.org.uk](mailto:strichardsinfo@wbdc.org.uk)**

**[www.strichardsfestival.co.uk](http://www.strichardsfestival.co.uk) ! [www.wbdcs.org.uk](http://www.wbdcs.org.uk)**