



**The Godiva Festival 2010!
Coventry's War Memorial Park - 2nd, 3rd and 4th July 2010!**

**Join Us For The Year's Best Trading Opportunity!
Experience The Biggest Free Family Music Festival in the UK!
85,000 Plus Festival Goers!**

Dear Trader,

First of all I would like to wish you all a very happy and prosperous 2010! Let's hope that this year we are blessed with the same glorious sunshine we were so lucky to have at Godiva 2009!

The Godiva Festival is approaching it's 13th Birthday and we are looking to create the biggest and best Godiva yet! There are big name acts booked to perform and details of which will be publicised in April. We want our trading to reflect this excitement and are looking for friendly service and good quality goods.

And, as the credit crunch affected the majority of traders, as well as the public, last year – to recognise your support, we have decided to freeze all of our current rates!

As you know we offer one of the best opportunities for traders in the country with upwards of 85,000 festival goers expected each year. To apply for a stall, please complete the following form in block capitals.

The attached application forms must be received by this office by 10th March 2010 with a non refundable deposit of 50% of the total fee and a post dated cheque for the balance dated 15^h April 2010. Please note the deposit will **only** be refunded should we not be able to accept your application. Please make all cheques payable to CV One Ltd.

Please send your completed application forms to:

**Lucie Watson
Godiva Festival Trading
CV One Ltd
1 Castle Yard
Off Hay Lane
Coventry
CV1 5RF**

Or you can fax your application to **02476 60 70 01**

We are all really looking forward to meeting up with you again – let's make it the best 'Godiva' yet! Any questions please just give me a call on **02476 60 70 13** and I'll do all I can to help. ☺

Yours sincerely
For The Godiva Festival 2010

Lucie Watson
festivaltrading@cvone.co.uk



Stall Categories and Prices

Category	Description	Price Per Metre for pitch frontage	Information
A) Charity (Located in Family Field)	1. Charities that (1) are based in Coventry and registered with the Charity Commission; (2) have an annual turnover less than £100,000 per annum; and, (3) have the majority of their beneficiaries based in Coventry.	£5 non refundable registration fee. (2m frontage 1m depth fixed. Stall included. NB Subject to availability)	For information and promotion only, which includes leaflet distribution from the stall. Cannot include trading. Tombolas and raffles which benefit the charity are accepted Please supply your charity registration number and information about your organisation.
	2. Registered Charities that are (1) based regionally or nationally; and, (2) have a turnover that is over £100,000 per annum	Fee on Request.	There can only be one stall per organisation. Stalls must be open for hours stipulated by CV One Limited. There is a limit of 15 Charity Stalls Only.

B) Healing Space	<ol style="list-style-type: none"> 1. Healing only 2. Healing and sale of healing products 3. Healing products only 	<p>£100 (2 metre frontage 3m depth - site only) £100 per extra metre</p> <p>£300 (3 metre frontage 3m depth site only) £100 per extra metre</p> <p>£450 (3 metre frontage -3m depth site only) £100 per extra metre</p>	<p>Please supply numbers of people working from the stall and information on your company and services.</p>
C) Craft	<ol style="list-style-type: none"> 1. Hand made by trader 2. Handmade by trader plus imported produce 3. Imported or commercial goods only 	<p>£350 (3 metre frontage -3m depth site only) £100 per extra metre</p> <p>£450 (3 metre frontage - 3m depth site only) £100 per extra metre</p> <p>£650 (3 metre frontage -3m depth site only) £100 per extra metre</p>	<p>Please supply picture/distribution of produce.</p>
D) Ethical	<p>Applies to all traders selling 100% ethical</p>	<p>£250</p>	<p>A separate letter must be sent detailing how</p>

Craft/Trading	goods	(3m frontage 3m depth site only) £375 (4.5m frontage 4.5m depth site only) £500 (6m frontage 6m depth site only) £100 per extra metre frontage only (maximum 6m depth)	the trader is ethical in sourcing goods and looking after workers involved in their production. Please send as much detail as possible – we can only judge traders in this category by the information sent to us. This category is for those traders who genuinely invest in ethical trading. We include both certified Fair Trade businesses and non certified businesses who can prove their ethical credentials in this category
E) Commercial	<ol style="list-style-type: none"> 1. National commercial information/sampling/sales 2. Local commercial information/sampling/sales 3. Local City Centre or City Wide BID members 4. Local commercial distribution of leaflets per person 	<p>£2400 (3m frontage 3m depth site only) £800 per extra metre</p> <p>£1200 (3m frontage-3m depth site only) £400 per extra metre</p> <p>£600 (3m frontage-3m depth site only) £200 per extra metre</p> <p>£100 per distributor</p>	Please supply information about your organisation/company and proposed activities– we reserve the right to refuse attendance where we believe that by not doing so would impact negatively on other traders or the core values of the Festival and its organisers.
F) Local Authority	Local Authority departments, related organisations and supported projects	£600 (3m frontage–3m depth site only) £200 per extra metre	Please supply information about your organisation/company/project and proposed activities.



Terms and Conditions

- **Traders must only sell goods specified in their application.** Any changes to the application form must be made in writing to the Festival Office at least four weeks prior to the start of the festival.
- **Sub-contracting** stalls or a part of stalls by traders is not permitted.
- **Full payment for stalls must be made before 15th April 2010** to: Godiva Festival Trading, CV One Ltd, 1 Castle Yard, Off Hay Lane, CV1 5RF. Non-payment by that time will result in loss of deposit and the site being reallocated. **Please make cheques payable to CV One Ltd.**
- **Traders to be on site and set up on Thursday 1st and Friday 2nd July 2010**, and be ready to trade by 4pm on Friday 2nd, when the festival begins. Access to the site for setting up will be during week commencing 28th June 2010 – details to be sent separately prior to this date.
- The Management reserve the right to reallocate stalls if essential for operational reasons or if traders arrive late. The site must be vacated by 10:00am on Monday 5th July 2010.
- **All vehicles are brought on site at their owners' risk.** The Festival cannot accept any responsibility for any loss or damage that may occur during the festival.
- **Deliveries.** Traders are responsible for arranging with market managers for delivery vehicles to have all necessary paperwork and passes prior to arriving at the Festival gates.
- **Electricity for markets traders must be provided by the chosen power supplier.** All power must be provided this company. Brought in Generators are not permitted on site for health, safety and noise reasons. Traders must have electric light for safety and security. Please the power providers of your power requirements in advance; failure to do so may result in you having no or not enough power. Traders who pull more power than ordered and cause the circuit to go down will be disconnected and their stall closed down.
- **Traders are responsible for ensuring that they and their staff adhere to the published pass system.** The Festival cannot accept any responsibility if traders do not adhere to the system, or lose passes. Trading staff without passes will not be admitted to the festival. Vehicle passes are non-transferable and must not be moved to other vehicle.
- **Amplified Music.** No music to be played without prior agreement with the Festival Management.
- **The sale of counterfeit goods** is completely prohibited at the Festival. Anyone caught selling these goods will immediately have the confiscated or will be escorted off site by the security.
- **No broadcasting of visual images** without prior agreement with the Festival Management.
- **No rebates will be given** to traders as a result of adverse weather conditions including acts of god, nor as a result of changes in performance programmes or re-sitting stalls within the Festival. Cancellation of the festival due to any of the above conditions, only deposits will be retained by CV One Ltd. The Festival will not accept responsibility for the level of trading during the event.
- **Concessions** are sold separately for alcohol, cigarettes, ice cream, burgers and food items, sweets and confectionary, balloons, bottled water and soft drinks. If any of these products are brought on site by traders other than the concession holder they will be confiscated.

Health & Safety

- **Traders must comply with the Health, Safety and Hygiene requirements** of the Festival Management and Coventry City Council. Traders are not permitted to start trading until they have been given the go ahead the by the Health and Safety Officer, following a Health and Safety Inspection.
- **Official organisations.** Traders are required to co-operate fully with Site Management, The Event Safety Officer, Security, Emergency Services, Police and all official organisations on site - such as Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- **Wastewater must be disposed of as directed** and not poured on the ground. Traders must ensure taps are not left running.
- **Structures.** All traders' structures will be checked by the Event Safety Officer for stability. Unsuitable or unsafe structures will be required to be removed.
- **In order to reduce on site traffic,** Traders are expected to bring sufficient stock for each days trading. Vehicle movement will not be allowed during trading hours. Any vehicles being used must have the relevant passes. No motorcycles or unlicensed off road vehicles will be permitted.
- **Items not permitted on site.** Body-piercing equipment, generators, lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons and will be confiscated. Traders must co-operate fully with Festival Security in any search of vehicles or stalls.
- **An emergency access route** will be established into the main festival site, this must be kept clear of traffic and obstacles at all times

Fire Safety

- **Fires.** No open fires are allowed on site.
- **No Petrol, Gas or Diesel Generators** will be permitted on site.
- **Fire Safety.** Please ensure that you have adequate exit points in the event of a fire and that you have sufficient lighting to see them. All your staff should be trained in the event of a fire, and all structures and drapes must be durably flame-proofed to BS3120.
- **Liquefied Petroleum Gases (LPG).** Traders are only allowed to bring one spare container of bottled gas on site (those for primary use plus 1 spare) and shall be of a fixed type installation stored outside any stall or vehicle, and be positively secured in an upright position. All gas equipment in catering units must have a safety certificate issued within the last three months by a competent approved contractor, and must have a pressure relief valve. The storage of the spare container of LPG must be stored in the designated point as directed by the Festival Management.
- **Waste.** Traders are responsible for keeping both the 5 metre area in front of their stalls as well as their back of market space tidy and free of rubbish. Traders must leave their site as they found it. All rubbish must be put into the appropriate skips or waste fluid containers. We ask you all too please take care of the environment in which you trade.

Please note:

The Godiva Festival is organised by a not-for-profit organisation and, with all the good will in the world, absolutely no refunds or rebates can be given under any circumstances. We do care about all our traders but exceptionally the weather or other factors may impact on all of us - it is part of the ups and downs of Festival life and culture. We had a fantastic 2009 – bring on 2010!



Godiva Festival Trading Application Form

NB. If you are applying for more than one stall please fill in the form for each stall and send them together.

Your details:

Name of Organisation:

Name of Contact Person:

Contact Address:
.....
.....

Telephone No: Mobile:

Email:

For Charities Only

Area of Objectives/Beneficiaries:

Charity Registration No:Annual turn over for Charity:

Full Address of Charity Head Quarters (If Applicable):
.....
.....

Stall Details:

Category of Stall requested (please circle) A B C D E F

Cost of Stall..... Extra Metres Required (£100pm).....

Total Cost.....

Detailed description of your products/services:
.....
.....

Name of Person Responsible on Site at Event:

Mobile No:

Please list names of all the people who will be working on the stall:
.....
.....

Please list all activities which you feel will need consideration with regard to Health and Safety?
.....
.....

Will you require vehicle access? Yes/ No

If Yes please give details (number and registrations of vehicles to be used):
.....
.....

****Please note: Any publicity announcing the event before permission has been granted may lead to your application being turned down****

****Please note: We will require a copy of your **Public Liability Insurance** minimum cover £5 million attached with this application form****

Where did you hear about us?:

Been before Market Trader Festival Eye Market Trader News E Festivals.co.uk

Virtual Festivals.co.uk Other (please specify)

I declare that any information I have supplied is correct, that I have read the terms and conditions, health and safety and fire safety and agree to comply with them. I agree to comply with all and any further regulations that may be imposed by CV One Ltd and the local authority. I understand that I will lose any right to trade on the day if this contract is broken. CV One Ltd reserves the right to refuse any applications.

Signed:

Date.....

It is vital that you include a copy of your insurance certificates of employers' liability, public liability insurance and risk assessment with these forms.

Please return forms to: **Lucie Watson, Godiva Festival Trading, CV One Ltd
1 Castle Yard, Coventry CV1 5RF**

Non- registered charities at Godiva Festival

Those Community organisations and agencies which are not registered charities have the following options:

1. Free places in the Lives and Times tent, subject to availability. This requires a formal application to the CV One Events Team, who can be contacted on 024 76 294526. These spaces are for promotion only and trading is prohibited.
2. Trading options in the Festival Village can be offered as per the normal festival tariffs. Organisations that clearly fall within the public sector including the Local Authority are eligible for a discounted rate.
3. Stand alone tents or displays, which can include trading, can be individually negotiated subject to space availability and suitability of product.

All participation is based on availability of space and product suitability, and CV One's decision is final.