



# DROITWICH SPA SALT FEST

**Saturday 8 - Sunday 9 September 2018**

## Exhibitor information and booking

Closing Date Friday 3 August 2018

[www.saltfest.co.uk](http://www.saltfest.co.uk)

Salt Fest started in 2006 and has grown rapidly to become the main community event for Droitwich Spa. The event provides the thousands of visitors with a great day out in the heart of this historic salt town.

The festival celebrates the town's unique salt heritage and showcases local businesses and community groups. It offers attractions to suit all ages ranging from Roman re-enactment and entertainment to a dog show and boat trips on the Droitwich Canal.

The event takes place on Saturday 8 and Sunday 9 September.

### Planned highlights of the 2018 Festival include:

- Romans and Living History Displays
- Salt Heritage Displays
- Markets
- Real Ale Bar
- Community Stalls and Activities
- Entertainment and Live Music
- Art Exhibition
- Children's Activities
- Dog Show
- Droitwich Salt on sale



### Stall Bookings

#### Why come?

The benefits of exhibiting at Salt Festival include:

- Opportunity to participate in an event which attracts thousands of people from the local area and region
- Inclusion on website and opportunity to participate in social media campaign
- Publicise your business to new customers
- Raise awareness and funds for your community group

### Stand Locations

The accompanying application forms are for stalls located in Vines Park.

## Stall Details

- All trading stalls will be located in Vines Park with Premium pitches opposite the canal and Standard pitches throughout the park.
- Fees are for the pitch space only (max size to fit approx. 3x3m stall).
- Gazebos and tables can be hired at a cost for charity and community groups only.
- Stalls and pitches will be allocated on a 'first come first served' basis.

Charity and community groups will receive a 50% reduction for booking a Standard pitch. Those wishing to book a Premium pitch will pay the same rate as traders.

### PLEASE NOTE

Priority for pitches and hire of gazebos and tables will be given to (i) local community groups/charities/organisations based in Droitwich Spa or within 5 miles and (ii) Charities/organisations outside this boundary who provide services to the town's residents or cover the town area within their work, if they book by the deadline of 3 August 2018.

Stallholders can either book for 2 days (includes a discount of 10%) or select the individual days they wish to attend.

## Advertising and Sponsorship Opportunities

We are offering event exhibitors the opportunity of additional advertising in the programme and on the website as follows:

<b>Advertising Rates</b> (prices exclude VAT unless stated)			
Advertising	Dimensions	Trade/Craft	Community Groups
Full page	210mm H x 148.5mm W (with 3mm bleed on all edges)	£100 (£120 inc VAT)	£50 (£60 inc VAT)
Half page	98mm H x 138.5mm W	£50 (£60 inc VAT)	£30 (£36 inc VAT)
Quarter Page	98mm H x 67mm W	£25 (£30 inc VAT)	£15 (£18 inc VAT)
Enhanced website listing		£10	£6

### Festival Programme:

Exhibitors can place an advert in the programme. 3,000 copies will be printed for distribution to event visitors, around the town centre and local attractions. Bookings for adverts, payment and artwork must be submitted with the stall booking form.

### Website:

All exhibitors will be listed on the website subject to receiving the booking form and payment by Friday 3 August.

Please indicate on the booking form

whether you agree to having your contact details on the website. Exhibitors can have an enhanced listing giving contact details, product descriptions, logo, 1 image and link to their own website. Bookings for the enhanced website listing and payment must be submitted with the stall booking form.

### Sponsorship:

There are a variety of sponsorship opportunities available. If you are interested in becoming a sponsor for the 2018 Salt Fest, please call Steve Knight on 01386 565519.

# General terms and conditions of booking

## Stall booking

1. Applications for bookings will be taken for Salt Fest taking place on Saturday 8 - Sunday 9 September 2018.
2. The full stall fee as outlined in the application pack is payable no later than Friday 3 August. Although applications may be accepted after this date, failure to pay and apply by 3 August will result in your business/charity not being included in all printed and online listings.
3. All applications for bookings must be accompanied by a cheque or bank transfer for the full payment for stall. Cheques to be made payable to Wychavon District Council. This cheque will be banked upon acceptance of the stall. No postdated 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 17 August 2018. 50% of the booking fee will be returned if cancellation is made before this date. Any cancellations need to be received in writing.
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 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 Droitwich based community groups for hire of gazebos and tables, subject to booking by 3 August 2018. We cannot guarantee availability of gazebos and tables.
9. All applications for bookings will be considered and will be accepted entirely at the discretion of the Salt Fest organisers whose decision is final.

## Stallholder requirements and responsibilities

1. All exhibitors must possess Public Liability Insurance cover and must produce documentary evidence to that effect, this must be sent with the application or by the 24 August at the latest.
2. 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 call 01905 822799). Stalls may be inspected during the event and those deemed not to comply with relevant regulations may be shut down.
3. 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.

Salt Fest organisers cannot accept liability for any damage to or loss of any items howsoever caused.

4. Stallholders need to indicate on the booking form whether they perceive any health and safety risks and, if so, submit a risk assessment. Any stalls selling temperature controlled foods and/or cooking on the stall will be required to submit a risk assessment.
5. Stallholders must request electricity supply at time of application and all electrical items intended to be used must be listed on the stall 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
6. 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.
7. 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.
8. Stallholders must provide fire safety equipment on their stands appropriate to their activities.
9. All stallholder must comply with directions and instructions issued by the Salt Fest organisers and the official stewards. Failure to do so may result in the removal from the event.

## Event operations and facilities

1. It is important that a good mix of stalls and merchandise is provided. The Salt Fest committee will allocate appropriate pitch positions at its discretion.
2. Stallholders may set up during the morning from 7.30 – 10am. All vehicles must be moved to the exhibitors' car park immediately after unloading. Stallholders will be notified of their designated car park in the exhibitor information pack.
3. Stallholders must have their stalls set up and manned at all times during the opening hours which are 10.30am – 4.30pm. Stalls must be set up by the time the festival opens and must not be dismantled before it closes.
4. Access for vehicles is available at setup times between 7.30 – 10am and break down of stalls after 4.30pm. VEHICULAR ACCESS IS NOT AVAILABLE AT ANY OTHER TIME other than for emergency vehicles in accordance with the Road Closure order enforced in the Town Centre. Individual set-up times will be specified in the final stallholder information pack.
5. Access to Vines Park is via a bridge which has a 3 tonne axle weight restriction and a 2.6m width restriction.
6. 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.
7. Stallholders will be expected to keep their stalls and surrounding areas as clean as possible during the event and remove their rubbish at the end.

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## To book, please return:

- Booking Form
- Public Liability Insurance Certificate
- Risk Assessment (if applicable)
- and payment by **FRIDAY 3 AUGUST 2018**

To:

**Jane Roberts, Regeneration Team**

Wychavon District Council, Queen Elizabeth Drive, Pershore WR10 1PT

Tel: 01386 565398

Fax: 01386 561634

Email: [trading@saltfest.co.uk](mailto:trading@saltfest.co.uk)

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Cheques made payable to **Wychavon District Council** or by bank transfer to:  
Wychavon District Council Receipts Account, HSBC, 6 Broad Street, Worcester WR1 2EJ  
Sort Code 40-47-17 Account 72290529

Please use the following reference for your payment: **SF18[your business name]**