



26 to 29 July 2012

Warwick Folk Festival Ltd.  
P.O. Box 1533  
Harbury  
CV33 9ZU  
crafts@warwickfolkfestival.co.uk

Dear Trader

15 January, 2012

Thank you for attending the Festival in previous years, and welcome if this will be your first year at the Festival.

The Festival had a record number of stalls in 2011, and had more applications than it could cater for. The Festival also wishes to thank all its traders who have participated in the survey conducted by Blue Sail and as a result the Festival has decided to:

- Keep the booking charge the same,
- Introduce a Product Category List, where you can indicate your main products, so that we can avoid selecting too many traders in the same category;
- Will create a Crescent-shaped Craft Fair.

The Craft Fair area is on grass, alongside the Main Marquee, Bar and Caterers. Camping is on the same Festival Site, and local people visit during the day by buying a Taster ticket.

The Festival kicks off with a Thursday evening concert for which separate tickets can be bought. You may arrive on Thursday from 13:00 until 21:00 (NO ACCESS AFTER 21:00hrs). Friday access will be from 9:00 am. Please indicate your time of arrival on the application form as accurately as possible.

You will be able to trade as soon as you have set up right through to Monday morning.

WFF is encouraging everyone to reduce their carbon footprint, and we are asking our traders to contribute to this by reducing the amount of non-recyclable waste created over the weekend. We are inviting all traders to outline the measures they can commit to, such as non-plastic packaging, and recyclable bags. We look forward to your suggestions, and are keen to publicise your efforts and the impact this will have.

You will be responsible for controlling the litter and rubbish around your area.

Booking Terms and Conditions are attached with the Stallholder's Application Form.

If you have further queries please don't hesitate to contact me – details below.

Kindest Regards

Janny Freeman  
Administration

Please read the Terms & Conditions overleaf.

### Stall space

- Traders: Available in multiples of 1m units, calculated per linear **frontage width**. A minimum charge of **3m frontage** to be applied.
- Genuine Crafters (*stallholder making, and selling own products only*) or Charity (*registration number required*) are entitled to 20% discount. A minimum charge of **3m frontage** needs to be applied.
- If possible, vehicle and tent/caravan is to be parked behind the stall; however some stalls may be on hard standing.
- Stallholders will need to supply their own cover and/or tables. Please note that the Festival has very limited space indoors.
- The Festival organisers reserve the right to accept or refuse any application.

### Quick Calculation Table

Linear metre Frontage	TRADER		CRAFT or CHARITY		Small CRAFT (face painting)	
	NETT	+ 20%VAT	NETT	+ 20%VAT	NETT	+ 20%VAT
3	£100.50	<b>£120.60</b>	£80.40	<b>£96.48</b>	<b>£70.35</b>	<b>£84.42</b>
4	£134.00	<b>£160.80</b>	£107.20	<b>£128.64</b>		
5	£167.50	<b>£201.00</b>	£134.00	<b>£160.80</b>		
6	£201.00	<b>£241.20</b>	£160.80	<b>£192.96</b>		
7	£234.50	<b>£281.40</b>	£187.60	<b>£225.12</b>		
Electricity	£25.00	<b>£30.00</b>	£25.00	<b>£30.00</b>	£25.00	<b>£30.00</b>

### Photograph

- New Applicants only - photo of proposed stall and goods must accompany the application. Photo may be emailed to above address in JPEG format, making sure filename is i.e. *tradenam.e.jpeg*.

### Electricity

- Only silent generators are allowed. Electricity charge as indicated above is per stall, if required. Please note that for everyone's safety the electricity supply to the Craft Fair is protected by a very sensitive circuit breaker. Any electrical equipment with a slightest fault will cause the breaker to cut off power to the whole area. Therefore, please ensure that all equipment is wired to a high standard, is correctly fused and does not exceed that of a 13amp socket outlet.

### Access to Festival Site, Tickets, and Departure

- Access to site will be on Thursday from 13:00 till 21:00 (No access after 21:00hrs), or Friday from 9:00 am. Stall position will be given on arrival by Venue Manager.
- Please assist in keeping the Craft Fair free of litter by taking home any litter you may have.
- The site must be cleared on Monday after Festival weekend by 13:00hrs.
- Two Adult Site Passes to allow camping inside booked stall space are included in the booking fee.
- Please note that dogs are NOT permitted on site.

### Closing date for application is Friday 20<sup>th</sup> April 2012.

- If you would like to book a space for a stall at this year's festival please print, complete and return the enclosed booking form to the Admin Office (address above), together with your cheque for the total amount for pitch, and electricity (if required). Confirmation may be requested by emailing us.
- Cheques from those selected to take part in the Festival's Craft Fair will be banked Tuesday after closing date above. Please make sure you have sufficient funds for your cheques to clear. Insufficient may incur a charge.
- We will send all successful applicants a receipt, which you will need to show on arrival at Festival Site.