

GREAT YARMOUTH MARITIME FESTIVAL

Saturday 12th – Sunday 13th September 2020

BOOKING INFORMATION – STALL HOLDERS & CHARITY STAND HOLDERS

1. The Great Yarmouth Maritime Festival will take place on South Quay in Great Yarmouth.
2. The Maritime Festival will be open to the public on Saturday 12th September (10am-5pm) and Sunday 13th September 2018 (10am-5pm).
3. All stall holders will be sited within one of the marquees located on South Quay.
4. All stalls **MUST** have a maritime-related theme. In the case of produce for sale, **at least 60% of produce** should be maritime-related.
5. Stall positions will be allocated by the Event team, no verbal conditions can be recognised and no change will be permitted without the Event Directors prior agreement.
6. Basic Stalls are allocated a total area of 3.5m x 1.2m (12'x 4'). Each stall is allocated two tables; each table measures 1.8m x 0.6m (6' x 2') and one chair, the area allocated behind the stand measures 3.5m x 0.6m (12' x 2').
7. Single Charity Stalls are allocated a total area of 1.8m x 1.2m (6' x 4'). Each stall is allocated one table; the table measures 1.8m x 0.6m (6' x 2') and one chair, the area allocated behind the stand measures 1.8m x 0.6m (6' x 2').
8. Double Charity Stalls are allocated a total area of 3.5m x 1.2m (12' x 4'). Each stall is allocated two tables; each table measures 1.8m x 0.6m (6' x 2') and two chairs, the area allocated behind the stand measures 3.5m x 0.6m (12' x 2').
9. Stall-holders must not move or remove the tables or chairs provided.
10. All chairs and tables supplied to stall holders by the Event Management at the start of the Maritime Festival, **MUST** be returned at the close of the festival on Sunday.
11. 11. No refunds can be given to those who cancel.
12. The Maritime Festival encourages stalls to have a Maritime Theme, and Stallholders are encouraged to dress in a Maritime Theme

STALL COSTS

	ALL CHARGES ARE FOR THE FULL TWO DAYS OF THE FESTIVAL.	NET	VAT	TOTAL
A.	Basic Stall: 3.5m x 1.2m (12'x 4') inc two 1.8m x 0.6m (6' x 2') tables and one chair.	£125	£25	£150
B	Single Charity Stall*: 1.8m x 1.2m (6'x 4') inc one 1.8m x 0.6m (6' x 2') table and one chair.	£29.17	£5.83	£35
C	Double Charity Stall*: 3.5m x 1.2m (12'x 4') inc two 1.8m x 0.6m (6' x 2') tables and two chairs	£58.34	£11.66	£70

*Charity stalls must quote their registered charity number or provide other evidence of charitable status.



Great Yarmouth Tourism & Business Improvement Area
Maritime House, 25 Marine Parade, Great Yarmouth NR30 2EN
www.gyta.com info@gyta.com 01493 857961
Registered in England 3090229 VAT 632 6230 66



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FESTIVAL CONDITIONS – STALL HOLDERS

SITE TIMES

Friday 11th September 2020

1. The site will be open for stall holders to arrange their stalls between **15:00 and 19:00**. Entrance will be from the South End only. Stall-holders will need to make arrangements to transport their goods to their allocated position along the quay.
2. A one way system will be in operation – entrance to the quay is from the South Gate only, exit will be by the Foc's'le gate only.
3. Stall holders **MUST** remove all rubbish from the site themselves after setting up as bins along the Quay will not be emptied on Friday night.

Saturday 12th & Sunday 13th September 2020

4. The site will be open to all stall holders from **07:30** from the **SOUTH END only**. Stall holders will need to make arrangements to transport their goods to their allocated position along the quay. Persons arriving to work on your stand should enter the site at the South End or at the middle pedestrian gate (opposite the Nelson Museum). There will be no entry at the north end until the festival opens to the public.
5. No vehicles will be permitted to enter the site after **09:00** and all vehicles must be removed from the site by **09.30**, after which no vehicular movements will be permitted until after the event closes for the day.
6. The site will be open to the public from **10:00** on both days.
7. On Saturday and Sunday the event will close to the public at **17:00**.

STALL HOLDERS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.

8. After visitors have left, exhibitors must wait for the all clear to be given before any vehicles already on site are moved. The Health & Safety Manager and Site Management will walk the length of the quay making checks before this announcement is made. No vehicles will be admitted to the site until **17:45** on Saturday or Sunday at the very earliest.
9. Any vehicles which are not an integral part of the display must be removed from the site on each morning of the event before **09:30**.
10. All vehicular access gates will be locked at **09:30** on both days of the event and only pedestrian or emergency vehicle movement will be permitted until the event closes for the day and the visitors have left.
11. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
12. All stall holders must clear their goods/displays from the site before **20:00** on Sunday.
13. No audio or visual equipment is allowed.
14. No stalls may hold raffles or tombolas.



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SITE SECURITY

15. The site is secured by heras fencing around the perimeter. The heras fencing must not be tampered with, moved or opened.
16. A security presence will be provided overnight from **19:00** to **07:00** on Friday, Saturday and Sunday nights but no guarantee can be given as to the safety of goods and equipment.
17. All stall holders should arrange their own insurance for goods and equipment.
18. Goods and equipment which may be damaged by water should not be left on the floors of marquees or stalls because of the risk of saturation during rainy periods.
19. Vulnerable goods should be kept clear of the marquee walls as they are liable to be disturbed by weather conditions.

SAFETY

20. All persons using the site must follow the directions of the stewards.
21. All safety instructions broadcast over the public address system must be complied with and the public address system should not be moved or interfered with at any time.
22. The marquee walls are not load bearing and should not be used to lean against or support loads. The securing systems for the marquees should not be interfered with. If there is a problem, consult the Health & Safety Manager and Site Management.
23. The public aisles are to be kept clear of gear, equipment or rubbish and any location designated as a doorway or exit must be kept clear.
24. Electricity is not supplied to any stall holders. Adjustment of, or interference with, the site electrical wiring/gear is not permitted. Any problems noticed should be reported immediately.
25. Stall holders who provide their own marquees, tents, gazebos, tables, chairs or other equipment must ensure that they are adequate for the purpose, adequately secured or set up and adequate for the load that they are to carry. Care should be taken to avoid any areas that could trap fingers or hands.
26. Stall holders should acquaint themselves with the location of the nearest Fire Points. Notices and extinguishers at these Fire Points must not be obstructed or removed.
27. In the event of fire or other emergency it may be necessary to evacuate the marquees or quay areas. The instructions of the Stewards and the Health & Safety Manager and Site Management should be followed. In general, there will be clear areas to the north and south along the quay and in conditions permitting these areas should be used.
28. Rubbish should not be allowed to accumulate in the marquees, quay areas or the pedestrian routes. A black bin bag will be supplied to each stall holder. Disposal facilities are provided on the quay.
29. The speed limit for all vehicular movements on the site is ten miles per hour.

IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN CONSULT THE HEALTH & SAFETY OFFICER OR THE SITE MANAGER.

Thank you for helping us to make the Maritime Festival a safe and enjoyable event

Office Use Only:

Date rec'd

Accepted: YES / NO

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BOOKING FORM - STALL-HOLDERS

I wish to book space at the 2020 Great Yarmouth Maritime Festival as follows:

Categories	No. Stalls	Net	VAT	Total
Basic Stall: 3.5m x 1.2m (12' x 4') @ £125 + VAT per stall				
Single Charity Stall*: 1.8m x 1.2m (6' x 4') @ £29.17 + VAT (admin fee)				
Double Charity Stall*: 3.5m x 1.2m (12' x 4') @ £58.34 + VAT (admin fee)				
TOTAL BOOKING AMOUNT				

ALL STALLS MUST CONTAIN A SIGNIFICANT MARITIME THEME

* Registered Charity Number	
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Name of stall	
Contact Name	
Address	
	Postcode
Telephone	
Mobile number	
E-mail address	
Description of stall and produce Please provide details of items for sale on your stall	
I have read and agreed to abide by the Booking Information and Festival Conditions. I enclose a cheque made payable to ' Greater Yarmouth Tourism & Business Improvement Area Ltd ' for £..... (Please submit payment in full by 3 rd April 2020).	
Signed	



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