

**CD/RECORD CONCESSION APPLICATION FORM  
CHERRY HINTON HALL FESTIVAL TERMS AND CONDITIONS**

**References to:**

- a. 'Festival' are to the Cambridge Folk Festival;
- b. 'Council' are to Cambridge City Council ('Council'), 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE;
- c. 'You', 'trader' and 'applicant' are to the applicant whose details are on page one of this application form.
- d. 'Staff' are to any staff of the trader.

**GENERAL CONDITIONS**

1. **TRADING SPACE** - Maximum area available is 40ft x 20ft at one end of the traders' marquee. **You must not smoke or cook inside your stall.**
2. **SITE POSITION & ARRIVAL/DEPARTURE** – **You will be sited in a Festival approved pitch, which is non-negotiable.** Once sited by the Festival, units should not move without agreement from Festival HQ. You must arrive on **Wednesday 24 July 2024**, no later or earlier. Earlier arrival is by written agreement only. No vehicles will be allowed to depart the site until after 2.00am **Monday 29 July 2024** and only then at the discretion of the Site Manager depending on ground conditions and whether the arena/access route is clear of pedestrians. All units will need to be escorted.
3. **VEHICLE MOVEMENT & STORAGE VEHICLES** – **One stock vehicle may be parked by the stall, only diesel vehicles will be permitted access.** State exact dimensions of any stock vehicle that is needed on site (max one per company). Vehicles must not park in side streets or residential streets. All vehicles must use the Festival car park where they have not been issued with an onsite park. Please keep to a minimum and only request if necessary due to limited space in the trader's compound. **Any vehicle parked in the compound must not be used for camping.** No vehicle movement is allowed within the arena from 10am **Thursday 25 July 2024** to 2am **Monday 29 July 2024**. Deliveries to the arena must be moved by hand from the production area. Wherever possible please limit deliveries to the morning before 12pm. No vehicles of any type will be allowed on site without a valid vehicle pass. Please also keep deliveries/shopping trips whilst at the festival to a minimum to cut carbon emissions and share with other traders if possible. Please bring as few vehicles to the event as possible and vehicle share to the event to cut down on emissions. Strictly no engine idling. Please encourage any local staff to arrive by public transport, walk or cycle. Under no circumstances are any cars allowed to be parked or sited in the traders compound, the Festival will not consider these to be stock vehicles. All cars requiring access to Cherry Hinton Hall will be given an unloading pass and will be required to park at Netherhall Upper School car park.

4. **TRADING HOURS** - You must be open from 11am on **Thursday 25 July 2024** when the arena opens. We do not have set trading hours but would expect you to be open to meet customer demand on all days until the Festival closes at midnight on **Sunday 29 July 2024**.
5. **POWER** - Your own generators are not allowed on site. Each trader will have access to a 16-amp maximum draw for low wattage lighting only. The supply will terminate in a 13-amp domestic socket. This supply is not for flood lights. Only low energy or LED lights will be permitted. Strictly no tungsten. All external lighting should be switched off during daylight and overnight hours. All electrical equipment should be switched off when not in use. Please ensure staff are aware of the importance of reducing power consumption. Please provide an itemised list of all equipment to be brought on site including (kilo) wattage for each one.
6. **PASSES** - A maximum of twelve passes will be allocated. Please state the minimum number of passes you require to trade. Additional passes must be requested at the time of tendering. Their value (**£230** per additional pass) will be deducted from your tender bid. Wristbands must be worn at all times and are not transferable, resaleable or refundable. Persons found doing so or not wearing wristbands will be removed from the site. Please note that in order for staff to access the showers on the morning of **Thursday 25 July 2024** accreditation **must** be collected from the onsite Pass Exchange **before 9pm on the Wednesday 24 July 2024**.
7. **STAFF PARKING & CAMPING** - There is no provision for staff parking or unauthorised camping at Cherry Hinton Hall. Staff must park at Netherhall Upper School car park. Parking is not permitted in any of the local resident's streets, anyone caught doing so will risk not being invited to trade at the Festival in future years. Cherry Hinton Hall 2-3 berth tent pitches and Caravan/Campervan passes **must** be requested on the application form; these are not guaranteed and will be charged at full price. Free camping in tents is available at Coldham's Common. Caravan pitches at Coldham's Common are charged at a discounted rate of £40 for caterers and traders. These **must** also be requested on the application form. Any additional requests made after the tender process will be charged at full price. No camping (including RV or campervans) are allowed in car parks or in the onsite compound at Cherry Hinton Hall. You may not camp in your catering unit, prep area or supply vehicle. **There will be designated areas onsite for caterers and traders to camp at Cherry Hinton Hall.** You **must** check in with a member of our Fence staff before pitching up your tent. Anyone caught camping outside of the designated areas will be required to move.
8. **FIRE EXTINGUISHERS** - You must provide the appropriate fire fighting equipment, tested within the last 12 months (minimum one dry powder extinguisher and one fire blanket for purpose built trailer, double for caterer in marquee). The Festival will check all equipment on arrival. You will not be allowed to start trading until satisfactory equipment is present.
9. **SAFETY** - In accordance with Festival policy, all traders must undertake appropriate risk assessments and comply with the requirements of the Health and Safety at Work Act 1974 and all appropriate regulations made under this Act. All electrical items and

installations should conform to appropriate BS or CE standards and be inspected and compliant to current BS 7671 IET Wiring Regulations (as updated or replaced from time to time) standards. All traders must comply with any directives specifically relating to safety by the Council over the weekend.

- 10. ENVIRONMENTAL IMPACT** – Please note under our Terms and Conditions these requirements are non-negotiable. These will be checked and evidence required on-site. These terms and conditions are updated each year and must be read carefully: **STRICTLY NO** plastic bags allowed. **STRICTLY NO** single use plastic bottles allowed. Any glitter being used or sold at the Festival **MUST** be biodegradable. All packaging must be biodegradable. Avoid excess packaging to help minimise waste. Please use water wisely on site and limit usage where possible. Please ensure all staff use refillable drinking water containers and hot drinks cups for personal use. The Festival plants trees each year out of its own pocket in [Festival Wood](#) to balance the power and other production environmental impacts, including traders and caterers power. This year we are wishing to balance the travel miles more as they account for 80% of an event's impact. We will **add £2** to the cost of your pitch to contribute to carbon balancing your travel miles through [Ecolibrium](#) which invests 100% donations in renewable energy projects.
- 11. GREEN DEPOSIT** – ALL traders to provide a deposit of £50. This is your commitment to adhering to the Festival environmental and ethical practice policies and is designed to enable us to maintain our Greener Festival Award and Festival ethos. As part of the selection process we review your ethical statements and have accepted you partly because we think yours is good - so we hope and expect to see all Green Deposits returned. However, any that aren't returned will be used to help further the environmental development of the Festival.
- 12. ACCESSIBILITY** – In an effort to improve accessibility at the Festival we ask that you be mindful about what you can do to assist customers with disabilities. Please provide; a lowered counter, if a lowered counter is not possible please take orders directly by coming in front of the stall to speak with the customer, taking money, and returning with products; ensure minimum width of 1.2m for access into your stall; there must be product lists provided and there must be large print versions of these, these should have black print on white background, be laminated, be large print (min. 18pt) and be available on the bar or counter for customers to hold if they wish; please consider that picture-based product lists make choosing items far more accessible for some people, so where possible these should be implemented.
- 13. TYPES OF PRODUCT TO BE SOLD** - This concession is for the sole rights to sell physical recordings at this year's Festival including CD's, music DVDs, tapes and vinyl and non-exclusive rights to sell official Festival music products. It does not include any other products e.g. books, T-Shirts etc.
- 14. QUALITY OF SERVICE** - Part of the Festival's assessment criteria in selecting the successful concessionaire shall be the range of material, including specialist products on sale, specialist knowledge of staff and keen pricing. Companies shall need to demonstrate these factors in writing.

- 15. PAYMENT** – Successful applicants will be invoiced by the Council in two stages. First payment will be due by **Friday 22 March 2024** and the final payment by **Friday 24 May 2024**. Failure to meet payment deadlines will affect your opportunity to return to the Festival in the future. Any late payment issues must be submitted in writing and reach us by no later than **Friday 21 April 2024**.
- 16. GLASS** – No glass of any kind is permitted on site, for sale or personal use.
- 17. INSURANCE** - A copy of your third-party liability insurance (minimum £5million) valid for the duration of the Festival must be provided to the Festival in order to trade.
- 18. MUSIC** - Music may be played at a level agreed with other traders. It is important not to disturb the nearby instrument traders.
- 19. APPEARANCE & WASTE** - Your stall space must be kept clean and tidy at all times. You must dispose of waste carefully and segregate cardboard, mixed recycling and general waste as directed. Waste water must be collected in the IBC waste water containers provided and not poured into the ground. The pitch must be clear and tidy when vacating on the Monday. All rubbish is to be placed in the proper containers.
- 20. SAFETY COMPLIANCE** – All trading is subject to these Terms and Conditions, satisfactory completion of Food Safety Pack, Food Safety legislation and any other Health and Safety legislation. The Council will take appropriate action against any none compliance including stopping you from trading and/or exclusion from future festivals. Please note inspections will be carried out during the event and therefore evidence of your Food Safety, Health & Safety procedures should be available for inspection. They may also check that your menu and prices match those in your application.
- 21. OTHER COMPLIANCE** - The Council takes bribery and corruption and discrimination seriously. Any bribe or any attempt to bribe any personnel in connection with the Festival is prohibited and will entitle the Council to terminate the agreement immediately and require your removal from the Festival site. You must comply with the requirements of the Equality Act 2000. Failure to do so will entitle the Council to terminate this agreement immediately and require your removal from the Festival site.
- 22. SUBLETTING** - Sub-contracting is not permitted without the written consent of the Council. Any agreed sub-contracting shall not relieve the accepted company, trader, caterer or pitch holder of any obligation or duty attributable to the accepted company, trader, caterer or pitch holder under any part of this agreement or terms and conditions.
- 23.** The Council reserves the right to photograph or photocopy insurance, food safety certificates, or other documents presented on site for their records.