

Wood Festival Stall Application

WOOD 2010, Ipsden, Wallingford, Oxfordshire, OX10 6AN

21st-23rd May 2010

WOOD festival background

WOOD is now in its third year, brought to you by the team behind the TRUCK festival and has already received national press coverage and rave reviews.

WOOD focuses on environmental awareness and sustainable living, and involves ecological, educational, craft and musical workshops, live acoustic music, composting toilets, renewable energy, a yurt village and a wooden stage. There are bike-powered generators and a thatched roof for the stage and plenty of activities for the kids and campfire sing-alongs.

WOOD is held at Braziers Park community - "a continuing experiment in the advantages and problems of living in a group", and an Area of Outstanding Natural Beauty (www.braziers.org.uk). The festival has a capacity of 1000.

Children are very much welcome and will be entertained and educated in the safe surroundings.

Market trading at WOOD

Wood is ideal for stalls trading clothing, art, crafts, gifts, and relaxation services as well as for charities wishing to promote current campaigns. We are particularly interested in those with an environmental, ecological, fair-trade, or educational theme. Most market space is outside, but we hope to have space in one of the marquees for a few indoor stalls.

Unfortunately we are not accepting applications for stalls selling food, drink, or CDs and records.

Stall prices

Basic pitch fee (including entry for 2 people):

Up to 10ft wide x 15ft deep	£85
Over 10ft wide and up to 30ft deep (no pitch may be deeper than 30ft)	£120
Indoor: 1 trestle table (6' x 2'6")	£85
Indoor: 2 trestle tables (6' x 2'6" each)	£120

Extras:

Power supplied to your stall (you may not use your own generators)	£40
Extra people (above 2) requiring entry (Children aged 12 and under enter free and do not count as members of your stall)	£70 per person
Tent camping (if separate from your stall)	£10
Campervan parking (if separate from your stall)	£15
Trestle table hire for outdoor stalls (£40 deposit required separate from your fee)	£10 per table

*******If you trade at Wood AND at our other event Truck Festival (23rd-25th July in Steventon, Oxon) you will receive £30 off your total fee*******

NB:

1. Truck Enterprises is VAT registered and the above prices **DO NOT** include VAT at 17.5%. Please add 17.5% VAT to the above prices before submitting your fee. VAT invoices/ receipts available upon request.
2. Cheques payable to 'Truck Enterprises'.
3. Stall dimensions must **include** any space used for camping and/or vehicles behind your stall. Alternatively, you may camp separately from your stall at the price stated under 'Extras'.
4. Indoor pitch prices include the hire of the stated number of trestle tables (6'x2'6") to stalls. Space behind tables will be between 4ft and 6ft. There is no space for you to bring your own tables or any vehicle into the marquee, but you will need to **bring your own chairs**.
5. Basic pitch prices are for the whole weekend (site open to stallholders from midday Thursday to midday Monday) and include entry for 2 people and the necessary vehicle/ car park passes.

Regulations and further information

1. At least half your total fee (including 17.5% VAT not quoted in the prices above) must be sent with your application to hold your place if accepted. We will collect any balance at the festival. Cheques must be made payable to 'Truck Enterprises'.
2. Deposit required when hiring trestle tables from us is a £40 cheque per table (separate from stall fee cheque) not cashed unless necessary after the festival.
3. You may not use your own generators. Electricity can be provided to outdoor stalls for an extra £40. If you are hiring power from us, you must bring a max. 16amp CeeForm cable with you. (These are the blue waterproof camping style cables). No domestic sockets allowed. Electrical equipment must be PAT tested and you must send the certificate with your application. You must bring your own fire extinguisher if appropriate for your electrical equipment. You must let us know your power requirements (type of connection and watts or list of appliances to be powered) with this application.
4. We cannot provide cover for outdoor stalls.
5. We cannot provide water to stalls.
6. Tent and campervan camping are available separate from your stall for £10 and £15 respectively. Alternatively you may camp by your stall if you include the necessary space in the stall dimensions.
7. You must give accurate measurements for the dimensions of your stall which must include any space required for camping/ vehicles behind the stall. You will not be allowed any more space than you state on the application form.
8. You will be allowed to keep your vehicle with your stall so long as it does not move for the duration of the festival (3pm Friday to 9am Monday). Alternatively you may leave your vehicle in the car park (approx. 200m from the market area) where you may move it in and out freely throughout the festival. There is to be absolutely no movement of trader vehicles in the market area between 3pm Friday and 9am Monday. If ABSOLUTELY NECESSARY you may arrange to move your vehicle to leave the festival between 7pm and 8pm on Sunday evening by prior arrangement with the stalls coordinator.
9. Ticket holders will be allowed into the festival from 3pm Friday until midday on Monday.
10. Stallholders may arrive midday-6pm Thursday and 9am-2pm Friday.
11. Stalls must be trading at least 3pm-7pm Friday, 9am to 7pm Saturday and 10am to 6pm Sunday.
12. The selling of alcohol, abusive or illegal substances, or anything presenting a fire hazard (including sky lanterns) or other danger to the public is forbidden. Anyone found doing so will be removed from the site without a refund.
13. No glass, dogs, or fires (including candles with naked flames) are allowed on site.
14. Small stereos are permitted on outdoor stalls during trading times but must be kept to a reasonable volume and must be turned off immediately if requested by the organisers. No stereos are permitted on indoor stalls.
15. Stallholders must provide a copy of their public liability insurance with this application.
16. All marquees and tents used for stalls must be fire-proof. If you do not have a fire certificate, your tent may be flame tested. (You should be able to fire-proof your tents prior to the event with fire-proofing spray if necessary).
17. Though there will be a security presence at the festival all belongings and merchandise will be brought/ left at your own risk.
18. Indoor stallholders will need to bring their own chairs.
19. Charity stallholders must stay on their stand and not walk round the site with publicity material.
20. All stalls, however small, must supply a risk assessment with their application. A template is available at www.thisistruck.com.
21. All stalls must send a £40 'environmental bond' deposit cheque with their application, separate from the pitch fee. This will be held by the stalls coordinator and would only be banked after the event if you leave the site littered or in any way damaged. All rubbish must be placed in the bins provided or taken away from the site, and any larger items (eg broken gazebos/ tents/ banners/ notice boards) must be taken away with you as we do not have the capacity to dispose of them.

Sending your application

If you would like to bring your stall to Wood Festival 2010 please send the documents listed below to Jenni Crosskey, 60 Curtis Avenue, Abingdon, OX14 3UN.

1. Completed, signed and dated application form (p.5 of this document).
2. Copy of your public liability insurance. If this is due to be renewed between now and the festival please send a copy of your current cover now and a copy of the renewed cover when it is available.
3. Risk assessment (template available at www.thisistruck.com).
4. PAT certificates for any electrical equipment you will be using.
5. Fire certificates for any tents/ gazebos you will be using.
6. Power requirements if hiring power from us (what amp connection you will be using or the number of watts you will be using, or if you do not know either of these, a list of appliances you will be running with the power and their wattage).
7. Cheque for at least half the total fee including extras, including 17.5% VAT added to the prices listed above, payable to 'Truck Enterprises'.
8. Separate cheque for £40 'environmental bond' deposit, payable to 'Truck Enterprises'.
9. Separate deposit cheque for £40 if hiring trestle tables for outdoor stalls, payable to 'Truck Enterprises'.

More details of the festival line-up, map and travel instruction will be available at www.thisistruck.com

If you have any queries please email the jenni@thisistruck.com or call 07855 833968

Contact name	
Contact phone number	
Contact email	
Contact address	
Stall name	
Brief description of your stall's products/ service	
Dimensions for outdoor stall (including vehicles or tents which will stay behind the stall) OR number of trestles for indoor stall	For outdoor stalls, please be clear which dimension is width and which is depth
Number of people attending on your stall (£70 per extra person above 2)	
Outdoor stalls only: Number of tables you wish to hire (6'x2'6") (£10 each, £40 separate deposit cheque)	
Outdoor stalls only: Would you like us to provide electricity to your stall? (£40)	
How many tents (£5 each) and campervans (£10 each) will you bring separate to your stall?	
Expected arrival day and time	
How many vehicles in total will need entry to a) the market area? b) the public car park?	

Please sign and date to indicate that you understand and will abide by the regulations above if your application is accepted:

Signature.....

Date.....