



## Trading dates and times for the 2024 Festival

### Manor Gardens

Friday 19 <sup>th</sup> July	16:00 – 22:00	Silent disco
Saturday 20 <sup>th</sup> July	10:00 - 22:00	Theatre, circus, activities & bands
Sunday 21 <sup>st</sup> July	10:00 - 20:00	Theatre, circus, activities & bands

- YES:** Hot and cold food stalls  
Arts and crafts, children’s games and toys, body art, clothing, books, etc.
- NO:** Coffee, ice-cream, alcoholic drinks  
No single-use plastics on any stall
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### The Strand

Friday 19 <sup>th</sup> July	17:00 – 20:00	Opening event: choir, parade and band
Saturday 20 <sup>th</sup> July	10:00 - 20:00	community choirs, local groups and bands
Sunday 21 <sup>st</sup> July	10:00 - 20:00	local choirs and groups, bands, big finale

- YES:** Craft, clothing, books, charity
- NO:** Food or drink  
No single-use plastics on any stall
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### Sideshore

Saturday 20 <sup>th</sup> July	12:00 - 22:00	No stalls
Sunday 21 <sup>st</sup> July	12:00 - 20:00	“Earth day”: bands, theatre, silent chill, art

- YES:** Craft, clothing, charity - eco-friendly and sustainable
- NO:** Food or drink  
No single-use plastics on any stall

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## FEES

Fees for trading at the Festival from a Standard Pitch (3m x 3m) are shown below.

If you wish to apply for a Large Pitch (larger than 3m x 3m), then additional fees may apply. Please see the attached Stallholder Application Form, Section C (see page 8) for details of additional fees and how to apply.

Stall type	Manor Gardens Fri – Sun	Strand (Sat)	Strand (Sun)	Sideshore (Sun)
Hot Food (businesses with Food Hygiene Ratings 4 or 5 only)	£200	n/a	n/a	n/a
Produce (Cakes, bakes, shakes, smoothies)	£95	n/a	n/a	n/a
Clothing, Toys, Non-Foodstuffs	£95	£60	£60	£20
Handmade Crafts	£90	£40	£40	£20
Charities	£50	£30	£30	£20

### Applications

The closing date for the first round of applications is **Tuesday 2<sup>nd</sup> April at 9am**. We will aim to respond to all applications by **Friday 19<sup>th</sup> April**.

Complete the Stallholder Application Form **in full**

- by email to: [festival@exmouth.gov.uk](mailto:festival@exmouth.gov.uk) or;
- by post to: Festival, Exmouth Town Council, Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW.

All successful applicants will be required to provide the following:

- Signed Stallholder Application Form (**essential**)
- Risk Assessment, including fire risk (**essential**)
- Public Liability Insurance certificate (**essential**)
- Employers' Liability Insurance certificate (**if applicable**)
- Gas Safety certificate (**if applicable**)
- Food Hygiene Rating certificate (**if applicable**)

**Exmouth Festival 19-21 July 2024: Stallholder Application Form**

**SECTION A: Your Details**

<b>Business Name</b>				
<b>Business Address</b>				
<b>Lead Contact Name</b>				
<b>Email Address</b>				
<b>Telephone Number</b>				
<b>Mobile Number</b>				
<b>Website</b>				
<b>Please state exactly what you will be selling (you will only be permitted to sell what has been agreed) Food vendors should supply a menu with prices as an added document.</b>				
<b>Please give the names of the last 2 events at which you had a stall</b>				
<b>Site you are applying for (please circle or delete to indicate)</b>	Manor Gardens	Strand - Sat	Strand - Sun	Sideshore
<b>Vehicle access required</b>	Set up Y/N	Restock Y/N		
<b>Vehicle Registration if known</b>				
<b>I agree to abide by the Terms and Conditions and have completed all sections of this application</b>	<b>Please sign and date here to confirm:</b>			

## SECTION B: Your Requirements

Please delete or circle as appropriate

Are you applying for a Standard Pitch (3m x 3m) or Large Pitch (larger than 3m x 3m)? If Large please see Section C	Standard / Large
Are you using a gazebo as your stall?	Yes/ no
Are you using a trailer/van/other vehicle as your stall?*	Yes/ no
If yes, please provide your registration here What is the vehicle type and size?	
Limited 16A electric hookups are available in Manor Gardens for a fee. Indicate here if you would like to request one	Yes / No
Please indicate what power source you are using if not electric. Please note that no generators will be allowed.	Gas Bottle / Other
All cutlery, plates and cups provided by food & drink stalls must be made of bamboo, card or other sustainable materials. No single use plastics are permitted.	I agree/ I do not agree

\*Please note that no vehicles will be permitted to be parked behind stalls.

Only request an on-site vehicle or trailer if it is an essential part of your stall, otherwise your application may be rejected.

## SECTION C: Requirements for a Large Pitch (over 3m x 3m)

If your stall requires a pitch larger than the Standard Pitch (3m x 3m) eg because it contains a vehicle or an extra-large gazebo, then you will need to apply for a Large Pitch. The charge for each additional metre wider than the Standard 3m frontage width is **£25.00 per metre**.

To help us understand exactly how you would like to configure your pitch, please draw a diagram. Your diagram must include:

- **The overall size of your whole pitch area (width x depth) in cm or m;**
- **Any vehicle measurements and the placement on your pitch;**
- **Total maximum frontage and depth of your stall.**

## Section D: Applying

Please return your Stallholder Application Form by **9am Tuesday 2<sup>nd</sup> April**, either:

- by email to: [festival@exmouth.gov.uk](mailto:festival@exmouth.gov.uk) or;
- by post to: Festival, Exmouth Town Council, Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW.

**Please note that applications submitted after the closing date, will only be considered if space is still available.**

**Thank you for your application and your support of our wonderful Exmouth Festival.**