

SRUIGHLEA STIRLING'S SUMMER FESTIVAL

APPLICATION FORM T&Cs

Saturday 17th August 2019

Festival Overview

Thank you for your interest in being involved in Sruighlea Stirling's Summer Festival 2019

The 2018 Festival attracted almost 5500 visitors over the whole event, and we plan to continue attracting even more at the 2019 Festival by offering visitors a great cultural experience in the heart of Scotland.

Festival Location: Stirling Sports Village, Borrowmeadow Farm Road, Stirling, FK7 7UJ

Festival Date: Saturday 17th August 10:30 to 22:00 (exact timings TBC)

Stirling Highland Games | 10:30 to 17:00

Arts & Crafts Market | 10:30 to 17:00

Activities Challenges | 10:30 to 17:00

Food & Drink Festival | 10:30 to 22:00

Heritage Tours | 12:30 to 17:00

On the Fringe & Sruighlea Sessions | 12:30 to 22:00

Being part of the Festival offering, you will play a key part in providing a worthwhile experience for visitors. Many of them are from throughout the UK and overseas so they will be interested in engaging with you. Showcasing what you have to offer will benefit everyone involved.

Successful Performers / Artists we agree to be included in our Arts & Cultural schedule will be allocated a mutual set time at either On the Fringe or The Sruighlea Sessions. Please bear in mind that we are a family friendly festival so if your performance does not fit within this then you will not be successful with your application.

Traders will be allocated space within their respective areas, designed to maximise customer dwell time and encourage sales. We are seeking to appoint a diverse range of traders to showcase the widest possible choice to our visitors.

We especially want to hear from traders if you can tell our visitors about how you source, make and produce the products you have to offer. We will be selecting our traders based on quality and experience to ensure our visitors take home the best quality and variety of Scottish product.

Allocations of trade space in previous years will not influence the decision of the Board.

Until payment in full is received no trade space will be confirmed.

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Traders products should be available to purchase via cash, with traders encouraged to offer card provision too (please note Wi-Fi connection is not available).

Submission deadlines: First round applications approved on or before 29th March 2019. Second round applications approved on or before 28th June 2019.

Successful applicants will be notified via email on an ongoing basis and within 4 weeks of submission. If you have been successful, an invoice will be attached for payment within 10 days to secure your space.

FVSE Board reserves the right to select or reject any application at their discretion.

Thank you for your interest in being part of this community event. Please refer to our T&Cs following completion of stage 1 of the online application. If you wish to post information, please send to the office address on the footer.

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Traders Applications for the following categories are welcomed:

Stand Alone aesthetically appealing **Mobile Hot Food Trader** units **(5 available)**

We invite submissions from quality hot food service providers / producers who offer a specialist hot food provision. Please note this is a single track in and out so manoeuvring is limited but you will be guided in if necessary. There is no space for additional vehicles on site.

Stand Alone aesthetically appealing **Mobile Hot Drinks Trader** units **(2 available)**

We invite submissions from hot drinks unit service providers who offer a specialist coffee / tea provision. Please note this is a single track in and out so manoeuvring is limited but you will be guided in if necessary. There is no space for additional vehicles on site.

Stand Alone aesthetically appealing **Mobile Ice Cream Trader** Unit **(1 available)**

We invite submissions from a Scottish based ice cream vendor who offers a range of specialist ice cream options. You will be located at the edge of the highland games field next to the tree line.

Specialist **Food & Drink Producers for Foodie Festival** **(20 available)**

We invite submissions from food & drinks producers around Scotland who can offer take home Scottish produce. Sampling is welcomed to encourage sale of product. Your 3m x 3m trade space will be within our covered Foodie Festival area. Tables, chairs and a 1 x 16amp socket can be provided if booked in advance.

Specialist **Craft Drink Producers for Foodie Festival** **(4 available)**

We invite submissions from drinks producers around Scotland who offer specialist a craft beer / spirit provision as a bar service. Your 6m x 6m trade space will be within our covered Foodie Festival area. Tables, chairs and a 1 x 16amp socket can be provided if booked in advance.

Specialist **Outdoor Catering Providers** **(1 available)**

We invite submissions from a local outdoor catering provider who can deliver a creative finger food style menu for our Chieftains Gathering Marquee which plays host to Games Chieftains, Sponsors and invited guests. You will be based within a small servery area at the side of the marquee which overlooks the highland games field.

Specialist **Market Traders including Arts | Crafts** **(20 available)**

We invite submissions from business traders who can offer a quality product that will enhance visitor experience at the event. Your 3m x 3m trade space will be within our trader's village area. Tables, chairs and a 1 x 16amp socket can be provided if booked in advance.

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Terms & Conditions for Traders Space Applications

1. In these Terms and Conditions, Trader, Exhibitor, artist, performer includes any person, group, firm, company or organisation to whom an application space or time has been allocated. The term "Organiser" refers to FVSE event organiser. The terms "Festival" and "Games" and "Event" and "Foodie Festival" refer to Srughlea and the event make up. The term "Site" refers to the Festival Site and outlined surrounding space at Stirling Sports Village, Stirling.
2. Open ground space will be reserved for Trade Space Providers who have received official notification from the organiser. The organiser reserves the right to refuse a Trade Space Provider set up to trade if they deem a product unworthy or if a Trade Space Providers space has not been paid for in full before the agreed time.
3. All Trade Space Providers acknowledge they have the proper infrastructure to be able to deliver their suggested offering in their application form.
4. All Trade Space Providers fees must be paid for in full within 10 days of invoice. A refund will only be given if the organiser is deemed to be at fault.
5. All approved Trade Space Providers must set up on Friday 16th August or if agreed with FVSE prior to 08:00am on Saturday 18th August. This is due to on site Health & Safety.
6. In the interests of public safety, no Trade Space Providers may move any vehicle and/or trailer between 09:30 and 22:00 unless explicit and prior permission has been authorised.
7. **There is no space available for vehicles to sit next to the Traders space.**
8. Approved Trade Space Providers have a limit of 2 Adult entry tickets included with the Traders Application fees for individuals solely managing the trade space. Additional entry tickets can be included in the application or at £8 on the day.
9. **Traders are NOT permitted to sub-let whole OR part of their allocated space.**
10. Trade Space Providers must stay within their allotted space at the site and must leave their trade space as they find it - **free of litter and waste at the end of the event. Any cost incurred from left waste will be pursued through a debt collection agency.**
11. No loudspeakers, megaphones or other voice enhancing equipment may be used.
12. Trade Space Providers are solely responsible for the security of their goods and services. All staff on the trade space should be fully familiar with any equipment that is to be used including any emergency procedures that may arise during the course of the event.
13. Traders offering food and drinks for sale to the public must comply with all relevant sections of the Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995. Environmental Services Officers from Stirling Council may be in attendance at the event.

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14. Trade Space Providers must comply with all requests from the organiser relating to health and safety issues that may arise during the course of the event.

15. **Public Liability Insurance / Occasional Drinks Licenses** are the responsibility of individual traders / bar license holders and must be applied for well in advance so it's in place on the day of the event. **Copies must be sent in advance to FVSE office.**

16. The Organisers cannot be held responsible for any losses incurred as a result of the cancellation, abandonment, curtailment or a low attendance at the event.

17. Exclusive rights to merchandise cannot be guaranteed.

18. Should an emergency occur at your Trade Space, you must immediately notify the appointed Convenor or nearest steward in hi viz vest. Ensure that all people are calmly moved away from the incident and make sure there is access for any emergency vehicle should it be required.

19. All goods at the event must comply with all relevant Trading Standards legislation.

20. Any generator you bring along must be agreed in advance and protected from the public. The Organiser reserves the right to remove your generator off site if not properly protected. The organiser cannot be held responsible for any losses incurred as a result of this action.

21. All cables used on a stall must either be flown or protected by using suitable cable matting.

22. These terms and condition may be subject to revised updates at any time.

SHOULD YOUR STAGE 1 APPLICATION BE SUCCESSFUL
FURTHER INSTRUCTIONS ON STAGE 2 WILL BE EMAILED TO YOU.

By submitting an application, you agree to FVSE T&Cs and are fully aware of your obligations at this event which will include having Third Party Liability Insurance in place and if appropriate will submit the separate Stirling Council's food event forms / occasional license application in stage 2 of the process.

All your own waste MUST be taken off site and disposed of as per your own policy guidelines.

Further information can be sent by post to:

Sruighlea Applications, FVSE CIC, Unit 23, 15 Borrowmeadow Road, Stirling, FK7 7UW