

Samphire - Dover Together Festival – Saturday 2nd July 2022

Stall Holders Application Form

Please return completed form to kay@samphireproject.org.uk along with your public liability insurance and other relevant documentation by 5pm 29th June 2022 at the latest

Contact Name	
Trading Name	
Address	
Telephone Number	
Email Address	

Description of Goods sold or activity being undertaken	
All stall holders will be promoted - please provide your website details	

	Pitch Size	Vehicle size if it forms part of your stall
WORKSHOP PITCH		
Local small Gift/ Craft stall		
Activities (inflatables etc)		
Charity Stall (registered)		
Community Stall		
Light Refreshment Stall (Hot drinks & Snacks)		
Refreshment Pitch (Cooked Foods eg. Burgers)		
Do you have Public Liability Insurance?		

FOOD / DRINK STALLS ONLY	
If you are selling food/ beverages please confirm you have attached with this application a copy of your food Health & Hygiene Certificate and confirm which Local Authority your business is registered with – only on receipt of this information can we confirm a booking	
I confirm that I have read and accept the attached Stall Holders Conditions	
Signed	

**Dover Together Festival
Saturday 2nd July 2022**

Stall Holder Information and Safety

Setting up

Please ensure all stalls are set up by 11:30am latest. Samphire volunteers and security marshals will be on site from 10am

Siting Considerations

We plan to have all pitches facing inwards towards the paths. If you could pitch in rows with space in between for walkways, that would be great. Back to back is fine.

- Please keep to the nominated area where possible.
- DDC have stipulated that no vehicles remain on the site (apart from those integral to the day or for those who are disabled)
- Please ensure gazebo's and other equipment are properly secured in case of high winds.
- Leave enough space between pitches for easy public access.

Communication

- Please report to the Samphire Tent for any queries/help. Security marshals and volunteers will also be available throughout the site.
- Announcements will be made through the PA System from the Pavilion Bandstand.
- Organisers phone number is Kay Marsh: 07491779317
- Kay@SamphireProject.org.uk

Emergencies

- Listen for announcements broadcast from the Pavilion bandstand
- Clearly identified marshals are on site to ensure health and safety
- Professional first aid providers will have 2 First Aiders situated near the Samphire tent.

Waste

- Every stall-holder will be supplied with a black bag. Please be responsible for collecting rubbish on and around your area throughout the day and before leaving. DDC would rather you took rubbish away with you if you can.

Fire

- No fuel to be stored within your pitch area.
- Catering facilities should be separated from other stalls by at least 5 metres.

Parking

- Unless forming part of your stall, cars are only permitted to be onsite for loading and unloading. All cars should be off site no later than 11am.
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There are 2 short stay car parks nearby and many long stay car parks throughout town:

- Nearest Short term – Stembrook Car Park and Pencester Road (2hrs Max)
- Nearest Long Term – Albany Place and Charlton Shopping Centre (next to Asda)

<http://www.dover.gov.uk/Transport,-Streets--Parking/Parking/Parking-in-Dover.aspx>

Packing Up

We ask you politely to NOT PACK AWAY UNTIL 4.00pm as last year, early leavers created a domino effect and this isn't fair to people that arrive late due to work or whatever. Thank you!

Cancellation

We will only cancel if there is persistent torrential rain, hurricane winds, sleet or snow so please come prepared!!

If severe weather is forecast for the Saturday we will cancel via email by 4pm on the Friday. Otherwise please assume that we are going ahead as planned

Thank you all for being a part of our event, bringing the community together and helping to make it a success year after year