

WOODCOTE RALLY

1 Field Cottage, Behoes Lane, Woodcote, Berks, RG8 0PP

Telephone: 01491 680952 Fax: 01491 684011

e mail: traders@woodcoterally.org.uk or woodcoterallytradestands@hotmail.co.uk

www.woodcoterally.org.uk

February 2012

Dear Sir/Madam

Re: Invitation to Woodcote Rally, 14th – 15th July 2012 - Trade Stand Bookings

We would like to invite you to our 49th Woodcote Rally, a weekend event featuring steam, vintage & veteran transport with entertainment for all the family. This includes Craft marquee, Trade stands, Country Area, children's entertainment, a fun fair and CAMRA's famous Festival of Ale. Woodcote Rally is a charitable event and over the past 48 years the Association has now donated in excess of £368,000 to local charities.

Attendance figures have been 10,000 – 15,000 over the whole weekend, for the last few years, excluding some 750 exhibitors on site. 2011 saw our largest ever attendance of approximately 16,000. This year Woodcote Rally 2012 will take place on the 14th – 15th July and we hope to match if not exceed these figures.

Trade stand pitches are available for the whole weekend and with prices held again this year, early bookings get a discounted price of £5 per foot of frontage for a stand booked before 4th May 2012. For bookings received after this, the cost is £6 per foot of frontage. Alternatively, if you feel a trade stand is not suitable for yourselves, we also have a Craft marquee and information on stalls within this can be obtained from us or from the Craft co-ordinator whose contact information is available on the Woodcote Rally website.

Applications will be processed on a first come, first served basis and confirmation of your booking will be sent to you upon successful processing. **Please note your booking is not guaranteed until you receive confirmation from us.** If there are any problems with your application we will contact you. All cheques will be returned to unconfirmed applications.

Please review the Rules and Regulations before completing your application as these form the terms and conditions of your booking and also serves to provide you information about the site and what you can expect.

When processing applications, for the benefit of the public and yourselves, we will make every effort to ensure that we do not have too many stalls selling the same products. Therefore, it is most important when completing your application to be as specific as possible when listing the products on your stall, listing your main item first and any other items in the order of priority. If you are a new trader, we request that you sent us a photo of your stall or include any website or product catalogue. A lack of information on your form will result in a delay or failure to process. Should you have any queries about completing your application form please do not hesitate to contact us.

As noted in the Rules & Regulations, the minimum frontage available is 12ft and all pitches will have a 30ft depth. Stall holders must also have a current £2million Public Liability Insurance for the weekend of the rally and a photocopy **must** be enclosed with your application.

Mobile catering and drink concessions are dealt with separately from Trade Stands and enquiries should be made to the Trade Stand Co-ordinators so an application form can be sent.

If you would like to attend then please complete and return the application form as soon as possible with your deposit of at least 25% of the total rent due and the other items noted on the application form. Please make cheques payable to 'Woodcote Charitable Association'.

Once your booking is confirmed, the full balance must be paid by 30th June 2012. Any bookings after this date must contact us directly.

Yours faithfully

Bernadette Brennan and Helen Booker

Woodcote Rally Trade Stand Co-ordinators

WOODCOTE RALLY IS PRESENTED BY THE WOODCOTE CHARITABLE ASSOCIATION

A Company Limited by Guarantee. Registered in England Number 3989364. Registered Charity Number 1080742

FOR OFFICE USE ONLY

DATE RECEIVED	BOOKING No.	R/A	INSURANCE	PAYMENT	CONFIRMATION	REMARKS	PASSES

WOODCOTE RALLY 2012

TRADE STAND APPLICATION FORM



**This application is for one booking only – please complete all sections
PLEASE ENSURE YOU READ THE RULES AND REGULATIONS BEFORE COMPLETING THIS FORM**



Your name _____

Company/Trading Name _____

Address _____

Post code _____ Telephone No. _____ Mobile No. _____

Email _____

This section MUST be completed and forms the basis of acceptance of your application

Goods for sale

.....
Please note the prohibited items detailed within the Rules and Regulations.

All new applicants must also submit a colour photograph of your stand or list your website address.

Size of frontage required	Corner plot supplement* £.
	<small>*(£30 for external corner/£25 for internal corner)</small>
Please note the allowances for admission wristbands and vehicle passes detailed in the Rules and Regulations. Extra admission passes for staff/vounteers manning stands will be available to purchase upon check-in.	
Total due £	Total enclosed £.
	<small>(minimum of 25% deposit due)</small>

ARRIVAL INFORMATION – You are advised **NOT** to arrive before the Friday as there will be no toilet or water facilities on site before then. You are required to arrive on site **BEFORE** 10.00 am on the Saturday and Sunday

Friday or Saturday arrival..... Approximate time of arrival.....

LARGE MOBILE UNITS – Exhibitors with large mobile units should indicate this below. This is especially important so arrangements can be made for position, especially when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position. If you are intending on including a vehicle larger than a dual wheel base van, please note the type/size of vehicle below:

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Will you have any persons camping/staying overnight on your pitch? YES/NO Please indicate if this will be in a caravan. YES/NO

INSURANCE – A current Public Liability Insurance Policy must be in force on the Rally weekend and a copy must be available for inspection by the Rally Safety Officer. Please supply a copy of your current insurance certificate, even if it will have expired before the Rally

Public Liability Insurance number. Issuing Company.
Date of cover From To

SPECIAL REQUESTS – Should you have any special requests in terms of the location of your trade stand or any other requirements please note these below and we will do our best to accommodate these:

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NOTES

- You will be supplied with a copy of the Rally Committee’s *Health and Safety Policy Document*. By setting up your exhibit you will be presumed to accept all the requirements laid down in that document.
- Vehicles may not park on the Rally field unless a valid pass is displayed and must be parked in a designated area.
- Under no circumstances must there be any vehicle movement during the hours of 10.00 am and 6.00 pm on the weekend of the Rally.
- **IN CASE OF EMERGENCY, FIRE FIGHTING EQUIPMENT MUST BE PROVIDED BY ALL TRADERS AND EXHIBITORS.**

ADVERTISING – Have you considered advertising at the Rally? There are opportunities to reach thousands of like-minded individuals, either with banners around the field, placing an advert in the Rally programme or on our website. Please contact Angie Sanders on (01491) 680829 or angie.sanders@btinternet.com for further information.

CHECK LIST – Have you included:

- ✓ A reliable phone number and email address? (booking confirmations will be sent via email where possible)
- ✓ Description of goods for sale, colour photograph or website address if preferred
- ✓ Size of frontage required
- ✓ A copy of your public liability insurance
- ✓ A completed Health and Safety Risk Assessment
- ✓ The minimum payment of 25% of the total due
- ✓ An A5 stamped addressed envelope for us to send your passes

■ I have read and agree to abide by the Rules and Regulations set and understand that bookings are not guaranteed until confirmation has been sent

I enclose cheque for £ (cheques should be made payable to “Woodcote Charitable Association”)

Signed

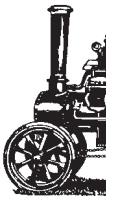
Date

**Return your Entry Form to: BERNIE BRENNAN
1 FIELD COTTAGE, BEHOES LANE, WOODCOTE, READING RG8 0PP
Telephone: (01491) 680952 email: traders@woodcoterally.org.uk**

www.woodcoterally.org.uk

WOODCOTE RALLY 2012

TRADE STAND RULES AND REGULATIONS



1. All applications must be made on the relevant form and returned, together with payment.
2. Your booking is not guaranteed until you receive confirmation from us. Confirmation will be sent to you upon successful processing.
3. Previous participation does not bestow any rights to participate.
4. Bookings will be processed on a first come, first served basis. Single day bookings will not be accepted.
5. Any Trader who cancels a booked site after confirmation of booking, for whatever reason, shall forfeit fees paid and we shall reserve the right to re-let such sites.
6. No refunds will be given due to bad weather or ground conditions.
7. Trade stand areas are 'open site pitches' on grass with NO cover or furniture. You may provide your own marquee cover or trailer for these areas.
8. Electricity or water is NOT available to individual trade stands. Fresh water will be available at designated points on site.
9. All Traders should be aware that the Site is located on grazing farmland, which can, in adverse weather conditions, present some access difficulties. In the event of adverse weather conditions please take notice of the advice given by the Organisers at the time. This may include arrangements for towing your vehicle offered at your risk to enable you to be safely placed on-site and to minimise field damage in the public areas.
10. No guarantee can be given for any particular location on-site as the location of the event can vary from year to year. Any specific location requests should be stated on your application form and every effort will be made where possible to accommodate them.
11. A limited number of corner stalls are available and these will incur an additional fee noted on the application form.
12. The minimum frontage available is 12 ft. The depth of each pitch is 30 ft.
13. No Trader may sub-let any part of the site allocated.
14. Traders must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected or vehicle parked on the space.
15. If overnight camping is required and this cannot be accommodated within the trade stand area booked, a separate camping space should be booked. However, this is limited and provided on a first come first served basis therefore you should request this when sending in your booking form.
16. You are advised that the Site is located on grazing farmland, therefore there are no shower facilities available on site for campers.
17. Vehicles are permitted on Trade Stands as long as they fit within the allocated Trade Stand space. Once established on site, vehicles are not to be moved on the site between the hours of 10.00 am and 6.00 pm.
18. Please note that all trade stand vehicles must be removed from the Site before 10 am on show days and parked in the free public car park. If you need a vehicle near your stand for stock etc. you will need to apply for sufficient space to accommodate your vehicle within your stand.
19. All staff or volunteers 'manning' your stand on show days should park in the public car park, unless you have booked enough space for their vehicle.
20. All Traders are required to hold their own Public Liability Insurance Certificates with a minimum £2 million cover for the weekend of the rally and a photocopy should be enclosed with your booking form.
21. Tombolas, raffles, ticket sales are forbidden unless prior permission in writing has been obtained by Woodcote Rally. Anyone who attempts to set one up will be asked to leave immediately with no refund of rent.
22. No Trader will be allowed to sell BB guns, fireworks, stink bombs, swords, knives and the like as these are banned on our site for safety reasons.
23. Boundaries of sites will be marked and in no circumstances will Traders be allowed to occupy a larger space than that allocated to them. Stands must be set up within the allocated space.
24. Vehicle pass(es) will be sent to the address given on your booking form approximately 2-3 weeks before the show. Admission wristbands will be issued on arrival in accordance with the allocation following guidelines:

Frontage	Maximum Wristband allocation	Maximum Vehicle Pass allocation
15 ft - 19 ft	2	1
20 ft - 24 ft	3	1
25 ft - 30 ft	4	2
31 ft - 35 ft	5	2
36 ft - 40 ft	6	2

25. If you require additional admission wristbands above your allocation, they can be purchased upon check-in.
26. Health and Safety Risk Assessment Forms will be required at the time of booking.
27. Failure to supply a copy of the Certificate of Insurance and/or Risk Assessment Form will result in your application not being processed or being rejected

CONDUCT ON-SITE

28. Under no circumstances must there be any vehicle movement on the Rally Site during the hours of 10.00 am and 6.00 pm on the weekend of the Rally.
29. Any vehicle not displaying a pass will not be allowed onto the Rally Site.
30. Posts and equipment erected by the Organisers must not be removed or damaged in any way.
31. Traders are not permitted to advertise by way of signboard etc, outside of that area or in the walkways.
32. Traders are not to obstruct any gangways or open spaces around the stalls, by ropes or vehicles.
33. The cooking of food for public consumption over the weekend is not permitted outside of the permitted mobile catering stands. Only samples of produce may be given out to the general public from Trade Stands.
34. The use of generators is allowed but the generator MUST be silent running with clean emissions. The positioning of all generators should be such that combustible materials cannot be subject to hot exhausts or exhaust gases; there are sufficient guards etc in place to prevent injury (including burns from hot exhausts) and refuelling must not take place when generator is operating. Fuel containers must be appropriate for the purpose.
35. Dogs are welcome but must be kept under strict control at all times and tethered or led over the weekend. All mess must be cleaned up.
36. Traders must not use any loudspeaker apparatus, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.
37. The accosting of visitors and officials or other likely means of annoyance is strictly prohibited.
38. No exhibitor shall be allowed to call attention to goods or services or use any equipment or machinery so as to cause annoyance. Touting for business away from the confines of the site or selling of goods by auction is prohibited.
39. Alcohol may only be brought onto the Rally site by those who have been given permission by the Rally Committee. Alcohol brought onto the site may be for personal consumption only and not for resale. Anyone bringing alcohol onto the site must ensure that glass containers remain within a tented area or dwelling vehicle. Any alcohol taken outside a tented area or dwelling vehicle must be kept and consumed from plastic containers.
40. Stallholders are individually responsible for the clearance of their site of refuse, litter, glass or other articles before departing from site. All holes or soil removed must be made good and left in a tidy condition. Any stallholder not complying with this regulation will not have their application considered for future shows and will be charged for costs incurred to rectify the damage.
41. If on arrival you are found to be trading items not indicated on your booking form, we may ask you to remove these items if there are already other traders with similar items that we have previously been advised about.
42. Exhibitors with large mobile units should indicate this on their application form. This is particularly important so arrangements can be made to position these, especially when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.
43. No trade stands may be sited and set up during the hours of darkness.