**AFRICA OYE 2023**

**TRADERS**

**INFORMATION AND APPLICATION FORM**



**SATURDAY 17th — SUNDAY 18th JUNE**

The Review Field, Sefton Park, Liverpool, L17 3AG

Trading Hours: 12:30 pm - 9:30 pm both days

**Application Deadline: 5 pm – 31st March 2023**

**TRADING INFORMATION**

**TRADING CATEGORIES 2023**

Please read the following information carefully. We are a charity! AND IT’S STILL A FREE FESTIVAL FOR ALL TO ATTEND AND ENJOY!

**Rent for licence to occupy:**

# Category C – RETAIL

Stalls such as arts & crafts, clothing, and any other non-food items. Massage, healing, charities, and other services are also in this category.

Frontage up to:

3 metres: £350 + VAT

3-4 metres: £450 + VAT

4-5 metres: £550 + VAT

5-6 metres: £650 + VAT

Over 6 metres: please ask

Additional Fee Information:

Other children's or sports activities ― fees upon request

We do not usually give discounts to charity stalls as we are a charity ourselves.

If the items you are trading are not listed in any of the categories, please email the details of your goods to traders@africaoye.com to find out the appropriate category for which you should apply.

Information stalls or stalls not trading goods, please email with your proposed details to traders@africaoye.com

# CANCELLATION

Important - Please note that if the festival is cancelled due to poor weather, health and safety issues or any other circumstance outside of the organisers’ control you will **NOT** be entitled to a refund of your traders’ pitch hire rental and any fees. Oye will however refund any fee paid for electricity charges. If a separate event is organised in lieu of the festival, traders will be offered a space free of charge on a first come first served basis. Traders accept that the festival is considered to be cancelled if the main Sefton Park event is called off for any reason regardless of whether an alternate event takes place and the festival has no obligation to provide you with a space at the alternative event.

# FINAL STALL RENTAL AND FEES BALANCE DATE

Full payment must be received by 5pm on Friday 14th April with absolutely **no exceptions**. BACS payment must be in our account and cleared by this deadline, if you send a cheque and it bounces your application will be cancelled. Traders who fail to meet this deadline will lose their confirmed place and will not be permitted to trade at the festival and will not have their 50% deposit refunded.

**If you cannot afford to pay for your stall rental and fee in full and in advance then please do not apply to trade.**

# RIGHT TO REFUSE

Due to the high volume of applications and limited space, the completion of an application form and deposit does not constitute acceptance to trade. We will contact you to inform you if your application has been successful or not via email by mid-April.

If your application is unsuccessful, we will return your 50% deposit in full.

# PITCH SIZE

It is imperative that you submit the accurate size of your stall (**pitch size must include tow hitch and guy ropes, where applicable**) on your application or we cannot accept your form.

If the size of your stall is larger than you stated in your application, you may not be able to trade at the festival and you will not be refunded your traders rental and fee.

All pitches are measured, marked, and allocated prior to your arrival and there is no option to change the size or position of your stall on arrival.

# INSURANCE & RISK ASSESSMENT

All traders must hold their own trader's license, public liability insurance, product liability insurance, and employer's liability insurance where appropriate.

All traders are also required to have carried out a full risk assessment of the potential hazards associated with their particular activity.

Copies of these documents must be submitted with your application form.

# PRICING OF GOODS AND SERVICES

We request that all vendors, especially those selling food, keep prices reasonable. Oyé is an event that is attended by many people from a variety of backgrounds.

All traders must have the facility to take card payments - there will be wi-fi coverage across the park to facilitate this.

**PACKAGING AND SERVICE SUPPLIES**

All food must be served in/on disposables made from either wood, paper/cardboard, or leaves, this includes straws and pizza trays (pizza boxes are not permitted). The rules around composting are very strict and using non-compliant disposables may mean you are not invited back to trade in the future. Disposables labelled as compostable may not meet our requirements; Pronto-Pack is a renowned supplier and will be able to advise successful applicants if unsure.

# ALCOHOL

The selling, serving or supplying of alcohol by traders is not permitted. Any traders found to be selling, serving or supplying alcohol will be removed from the festival site and will not receive a refund of their rental and fees.

# TRADING CATEGORIES

Traders must only sell goods and services that are in the category to which they have applied. Traders who are found to be in violation of this policy will be either required to pay an additional rental fee or may be required to cease trading and leave the site, depending on circumstances.

# SET-UP AND SUPPLIES

All traders at Oyé 2023 will be required to provide their own self-contained unit, tent, marquee, gazebo, or stall cover as Oyé only rent the pitch to you. Please ensure it is a sturdy structure and will stand up to adverse weather conditions (it can be very windy in the park). Traders must also provide any equipment, tables, chairs, and lighting they may need. Please note that there will be access to non-potable water on-site. Traders will need to bring their own water containers, and trolley or means of transporting water to their stall from the standpipes on-site, which may be some distance.

Please supply any photos, drawings, plans, or other information to support your application.

# ARRIVAL

Oyé’s Traders Manager will be on-site the day before the event (Friday 16th June) and will direct you to your allocated space upon arrival. Many factors are considered in the positioning of your stall and your allocated pitch is final. Set up times are between 9.00 am and 6:00 pm on Friday. If you cannot set up entirely on Friday, please make arrangements for your structure/stall to be set up and you may then arrive on-site Saturday morning from 9.00 am (security will not let you on-site prior to this so please do not arrive earlier!) ALL traders must be ready to trade from 11.30 am and no vehicles are permitted to move on or off-site after 11.30am

A reminder email with details will be sent to all traders nearer to the festival but please keep a copy of the application form and terms and conditions for your reference.

# MISCONDUCT

Any Trader who is rude, abusive, or conducting themselves in an inappropriate manner to any member of the Oyé team will be asked to leave the site immediately and no refund will be given.

# SECURITY

Overnight security will be provided at Sefton Park for the festival site. Traders wishing to camp overnight on Friday and/or Saturday do so at their own risk and the site should be cleared on Sunday night as it is a public space.

Africa Oyé will not be liable for any loss or damage to any trader's property, products, or possessions.

Details of nearby accommodation can be found at [www.visitliverpool.com.](http://www.visitliverpool.com/)

**CHARITIES**

Please note it is not permitted for charities to make charitable collections on the site.

# ELECTRICITY

Electricity must be ordered on your application form if required. The cost of the power you require should be factored into your 50% deposit.

# ENQUIRIES & CONTACT DETAILS

All trading enquiries should be directed to the Traders Manager. You can reach her by email at traders@africaoye.com

# FIRE & SAFETY

All electrical equipment must be in good condition and correct storage procedures adhered to. You will need to supply your own fire extinguishers and fire blankets.

Traders must have current PAT certificates on hand at the festival ready for inspection by a Health & Safety Officer.

Gas-powered appliances and correct storage procedures must be adhered to and all relevant documentation and fire extinguishers must be available for inspection on site by the Health and safety officer.

# WASTE DISPOSAL

Traders are expected to keep their surrounding area clean throughout the duration of the festival and have black bin bags on their stall. Bins will be provided across the site and will be easily accessible to traders.

# ENVIRONMENTAL HEALTH & TRADING STANDARDS

Traders are expected to fully comply with current Health & Safety and Environmental Health legislation and adhere to Liverpool City Council's Trading Standards. Stalls will be inspected during the weekend by EHO and any that fail to comply with relevant legislation may be shut down and will not be given a refund of fees.

Traders are required to co-operate with site managers, security, emergency services, and organisers of the festival.

# AUTHORISED VEHICLES

There must be no movement of vehicles on-site once the festival has opened. If you need a refrigerated vehicle on-site you must notify the Traders Manager well in advance of the festival to determine any power/siting requirements and an appropriate charge will be levied. We will only allow one vehicle per trader to stay onsite, any additional vehicles must be parked offsite.

# SUB-LETTING

There will be no sub-letting of stalls under any circumstances. Any Trader found to be subletting will be closed down and will have to leave the festival site - no refunds of trader’s rental and fees will be offered. If a trader who has not gone through the official application process and is found to be selling goods or services at the festival will be removed immediately.

# WITHDRAWAL FROM FESTIVAL

If you wish to withdraw from trading at Oyé after a successful application, 50% of traders’ rental fees, and power fees will be refunded if notice is given by 10th May 2023, after this date no rental and fees will be refunded.

Please note that this policy applies regardless of the reason for withdrawal.

# SITE DEPARTURE

At the end of the festival, you must ensure your pitch is left exactly as it was when you arrived – Clean and free of any waste!

Food waste is not to be emptied onto the grass! This must be taken away with you and any rubbish put into the bins provided or taken away.

In the past, we have been fined as a result of certain traders’ inconsiderate behaviour which has subsequently led to us applying a fine of £200 for site clearance to any offending trader. As a consequence, the fee for festival clearance has now been increased.

If you are happy with the information given and you agree to commit to trade for the whole weekend then please complete the following application form.

NB: There is no option to trade for one day only

**AFRICA OYÉ 2023 TRADERS APPLICATION FORM**

This form must be received by Africa Oyé no later than 5 pm on Friday 31st March 2023.

If you have not already done so, please read our Terms and Conditions before completing this form. By submitting this application, you are agreeing to the festival’s Terms and Conditions.

* Additional materials/documentation to be submitted with this form:

* 50% deposit - BACS payment

* Risk Assessment

* Public Liability Insurance,

* Photos of your stall, any additional materials you feel will enhance your application (photos of goods/products, etc.)

|  |  |
| --- | --- |
| TRADING NAME |  |
| FULL NAME |  |
| POSTAL ADDRESS |  |
| POSTCODE |  |
| EMAIL |  |
| TEL (DAYTIME) |  |
| MOBILE |  |
| WEBSITE |  |
| FULL DESCRIPTION OF GOODS TO BE SOLD |  |
| Stall / Pitch Size in metres  including tow hitch, access | Width Depth |

**Electricity (All Stallholders)**

## .

Do you require electricity? Yes / No

Note: Please ensure you order a sufficient supply of power for the appliances you will be using. We may not be able to give you more based on the size of generators on-site. On-site surcharges and fines will be levied and at double the normal rate if we do have to give you extra power because either you are tested to be using more or you have failed to order the correct supply to meet your needs! We will provide power only, you must ensure you have all the adapters and extensions you will need as we do not have these on site and you may find you will be unable to trade.

No generators will be permitted on site.

**PAYMENT**

## Traders Rent and Electricity Fees

Please indicate below the power supply required (e.g. x1)

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **COST (inc VAT)** | **QUANTITY** | **TOTAL** |
| **C - Retail** (up to 3 metres frontage) | £420 |  |  |
| over 3 - 4 metres frontage | £540 |  |  |
| over 4 - 5 metres frontage | £660 |  |  |
| over 5 - 6 metres frontage | £780 |  |  |
| over 6 metres - please ask |  |  |  |
| **Power** - 16 amp | £143 |  |  |
| - 32 amp | £215 |  |  |
| **Total Cost** |  |  |  |
| **50% Deposit (including power)** |  |  |  |
| **Balance (due by 14th April)** |  |  |  |

PAYMENT BY BACS: **FULL PAYMENT IS DUE BY 5PM ON FRIDAY 14th April 2023**

50% Deposit ￡……………………….. Date your payment was made / / 2023

Name on account from which payment was made............................................................

Please list the name you are trading as (your stall name as it appears on your application) in the details section of your transfer as the reference: (Your) **Trading/Stall name 2023**, so we can easily identify your payment.

Bank: Barclays Bank Plc

Account name: Africa Oye

Account Number: 20615889

Sort Code: 20-51-43

Email completed forms to: [traders@africaoye.com](mailto:traders@africaoye.com)

# Checklist

Do not send this form unless you are able to include all the required information. It takes a lot of our time and resources to chase documents and payments! Please be considerate.

Fully completed application form

* Risk assessment form

* Current Liability Insurance

* 50% deposit – BACS

* EHO certificates
* Additional supporting materials (if applicable) certificates, menus, photos, etc

I / We officially apply to trade at Africa Oyé 2023 and have read and agree to comply with the Terms and Conditions of the festival.

Signed……………………………………………………………………………………….

Printed……………………………………………………………………………………….

Date……………………

On behalf of (if signing for a company) ………………………………………………….

We are consistently trying to keep our costs down and our Environmental impact low so please help us by using less paper and email your completed application form and supporting documents to: traders@africaoye.com

**Please do not take your documents to the office** **OR call the office** as ALL staff are currently working remotely and the traders are not organised from there. If you do not **submit your form via email** we may not receive it before the deadline and we cannot guarantee it will be processed.

PLEASE COMPLETE YOUR LISTING FOR THE EXHIBITOR DIRECTORY AND AFRICA OYÉ WEBSITE.

|  |  |
| --- | --- |
| TRADING NAME |  |
| WEBSITE |  |
| TEL |  |
| SOCIAL MEDIA LINKS |  |
| DESCRIPTION  (max 10 words) |  |

