



Traders Booking Form Saturday 2 and Sunday 3 July 2022

Pitches will be allocated by the events team and remain the same for the 2 days of the festival unless directed by the event organisers.

Please mark your chosen option and complete the below details. Traders will need to provide their own equipment including gazebos and tables.

Contact Name(s):

Company Name:

Address:

Postcode:

Contact Number:

Email:

Social Media:

Product Description:

Certificate for Public Liability included? (Failure to send will pend your booking)

Yes

No

Trading space at Great Yarmouth Wheels Festival is priced at £6 plus VAT per square meter for the weekend. Please complete your size requirements below along with days of attendance at the festival. We can supply electricity to a limited number of traders – please indicate if electricity is required. This will be charged at a cost of £50 plus VAT.

Size of pitch:

Cost (£6 per sqm):

Electric Required: Yes No
Cost £50 plus VAT

Notes about electricity requirements:

Saturday only:

Sunday only:

Both days:

The Visit Great Yarmouth Wheels Festival wants to help play our part for the environment so we're asking if you would like to carbon balance your vehicle emissions for your trip to our festival. To carbon capture a car doing a 100 mile round trip to our event is £2.50 or a bike is £1.75. After the festival, we'll total the amount and plant a number of trees which will help to balance out emissions. Would you like to add a voluntary contribution to your booking?

Yes No

Amount:

VAT @ 20%:

Total Payable:

Delete as appropriate:

To pay by card over the phone, please call Billie Todd on 01493 846151.

I would like you to invoice me for my booking.

I have attached my cheque payment made out to GYBC.

(Payment should be made at time of booking. Failure to pay by Friday 3 June 2022 may result in you losing your booking).

I confirm I have read and agree to the terms and conditions attached relating to trading at the 2022 Great Yarmouth Wheels Festival.

Please return your completed form to wheels@great-yarmouth.gov.uk or to MEET Team, Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF. Please note we are not always working in the office.

Please note that any charity collection buckets you may have on your stand must always stay on your stand. Further collections along the festival site are not permitted.

You can withdraw this consent at any time, and should you withdraw your consent we will stop processing your booking. If you wish to withdraw your consent, please contact the Events Team by emailing wheels@great-yarmouth.gov.uk with Consent Withdrawn in the Subject Line

Signed

Date

TRADERS TERMS AND CONDITIONS

SITE TIMES

Saturday 2 & Sunday 3 July 2022

1. The site will be open to all traders from 07:30am
2. Traders will be advised nearer the event date whether they should enter from the North or South of the event site. Stewards will direct you to your pitch.
3. No vehicles will be permitted to enter the site after 09:00am and all non-stand related vehicles must be removed from the site by 09:30am, after which no vehicular movements will be permitted until after the event closes for the day.
4. The site will be open to the public from 10:00am on both days.
5. The event will close to the public at 20:00 on Saturday and 16:00 on Sunday.

TRADERS MUST NOT PACK UP THEIR AREA OR LEAVE BEFORE THESE TIMES.

6. After the majority of visitors have left the site, traders must wait for the all clear to be given before any vehicles already on site are moved. The event management will make checks before this announcement is made. No vehicles will be admitted to the site until this announcement has been made.
7. Should you have an urgent need to leave the site before this time, you are required to contact your nearest steward who will inform event management and organise stewards to walk your vehicle off site.
8. The organisers reserve the right to remove unauthorised vehicles from the site and to charge the owners for the removal costs.
9. All traders must clear their stand from the site before 18:00 on Sunday.
10. If tables and chairs are sited near you for the public to use, please try to keep them clean and tidy.

SITE SECURITY

1. A limited security presence will be provided overnight on Friday and Saturday, but no guarantee can be given as to the safety of goods and equipment due to the length of the event site and therefore you are requested not to leave any goods or equipment in place overnight.
2. All traders are required to supply a copy of their Public Liability Insurance when completing the booking form and must arrange their own insurance for goods and equipment.

SAFETY

1. All persons using the site must follow the directions of the security personnel or stewards.
2. The public areas are to be kept clear of stock, equipment or rubbish and any location designated as a doorway or exit must be kept clear.
3. Any Trader who wishes to bring portable electricity generating equipment on to the site must gain permission in advance and must ensure that the equipment is fenced off to prevent public access and that it is set up in such a manner to prevent any injury to the public.
4. Traders should provide enough waste bins to hold any litter caused by the sale of their product. Arrangements should be made for the collection and disposal of your own litter.
5. Rubbish should not be allowed to accumulate on the trader's stall.
6. The trading area must be kept clear of all tripping hazards such as cables, and debris.
7. All traders must carry valid Public Liability insurance to the minimum value of £5m.
8. The speed limit for all vehicular movements on the site is five miles per hour. Anyone not adhering to this speed limit may be removed from site and not allowed to return.

IF YOU ARE IN ANY DOUBT ABOUT ANY MATTER WITH REGARD TO THESE CONDITIONS OR ANY OTHER ISSUE THEN PLEASE CONSULT THE GREAT YARMOUTH WHEELS FESTIVAL EVENT MANAGEMENT TEAM.

Email: wheels@great-yarmouth.gov.uk

Thank you for your co-operation in helping us to make the Great Yarmouth Wheels Festival a safe and enjoyable event for everyone.

About us: Great Yarmouth Borough Council (the Council), Town Hall, Hall Plain Great Yarmouth, Norfolk, NR30 2QF, 01493 856100, is the data controller for the purposes of the UK General Data Protection Regulations (UK GDPR), Data Protection Act 2018 (DPA) and any associated domestic law.

How we use your information: We will use your personal information for the purposes of allocating trading pitches at the Great Yarmouth Wheels Festival. The lawful processing ground for this information is defined under Article 6(1)(b) of the UK GDPR, i.e. processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract.

Data Sharing: Your data will be used for this specific purpose although your details will be shared between Council departments and Great Yarmouth Wheels Festival Committee where there is lawful authority to do so. Your information will be kept strictly confidential. It will be stored in a secure, password-protected data base/spreadsheet on the Council's computer system.

Retention: Your personal information will be kept for 2 years from the conclusion of the festival. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary, update these privacy notices.

Your rights: You have a number of rights available to you, including the right to see copies of all the data held about you, to ask for it to be corrected or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability. Please note that these rights are not absolute and there are circumstances where they do not apply or the Council may override these rights, however, if this is the case you will be informed of this.

To find out more about these rights please see www.great-yarmouth.gov.uk/privacy. You can contact the Council's Data Protection Officer at gdpr@great-yarmouth.gov.uk or telephone the Council on 01493 846325. If you are unhappy with the way your personal information is being handled you can contact the independent Information Commissioner at: <https://ico.org.uk/>