**Logo, company name

Description automatically generated**

**Trading at Eco Sobo!**

**Southbourne’s new Eco and Sustainability Fayre**

**Guidance Notes & Booking Form**

**Saturday 18th May 2024**

**11am – 5pm**

Eco Sobo is a sustainability fayre that will showcase sustainable solutions for homes and businesses. From veggie growing workshops to stalls for eco-friendly products round the home, an electric vehicle show, vegan food, local drinks, live music and much more.

Three Southbourne organisations have teamed up to organise Eco Sobo. Stir Events CIC, Southbourne’s Warrior Agency – an ethical PR agency, and SOBO Wastebusters - a local group supporting more sustainable living including the Plastic Free Southbourne campaign.

The Fayre is to be held in Fisherman’s Walk and Southbourne Grove. This may be a different way for some exhibitors to showcase their products and information – it’s not a bricks and mortar Expo and that’s what makes this event different as it is going to be in the heart of Southbourne’s thriving community!

This is a new event and already the interest is high. We are seeking ecofriendly traders and exhibitors who can share, sell, and showcase their products and services.

We are just steps away from the sea front and look to guide tourists, locals and visitors along a meandering route that will take in amazing and colorful traders and exhibitors showcasing their products and services, a speakers corner, cooking and gardening workshops, a Green kids area plus a beautiful nostalgic bandstand with a full programme of entertainment and speakers. Walking into the village the main road will be used to showcase energy saving and sustainable transport of the future.

The event is free to enter for visitors.

# Please ensure you read the following guidelines carefully before completing the application form.

Unfortunately, we are not able to oﬀer pitches to every trader, please give us as much detailed information in your application as possible to help us make our selection - we will not be able to formally oﬀer a pitch until all the **required paperwork is received**.

Please note that submitting your application does not automatically guarantee you a place at the event. Your application will be assessed by the team and we will contact you to advise you if a pitch can be oﬀered.

The presentation and appearance of your stall / exhibition space is as important as is the goods you are proposing to sell. We look for colorful and inspiring stalls which ﬁt in with the ethics of the event. We are keen for the **Event Stalls** to be full of inspired high quality goods, wares, food, and products, at a fair price.

We are working on the sustainability agenda for this event, please look at your supply chain for your products. The elements we are working with this on this event are summed up below in the LOAF acronym:

* **L**ocal
* **O**rganic
* **A**nimal Friendly
* **F**air Trade

Due to the high number of expected visitors, it is beneﬁcial to have some experience of working at other events, particularly for food traders. Feedback from other traders tells us previous experience is invaluable especially when planning stock levels and staﬃng.

# Trading times over the weekend are:

* Trading hours will be 11am to 7pm on Saturday.

# Suitcase Traders:

This year we have special pitches for entrepreneurs! - 1x1mtr. These pitches give new traders/businesses the opportunity to sell from a Suitcase, or small table – these will be based at the beach end of Fisherman’s Walk. These pitches are not big enough for Gazebos, so we encourage you to bring a garden parasol or big umbrella to cope with our lovely British weather. Our request is always to dress the stall with flair.

# Traders and exhibitors:

* We have spaces available for 3x3, 6x3mtr pitches or bespoke for a range of exhibitions (please contact us for bespoke size costings. All traders must provide their own ﬁre proof gazebo, table & chairs. All gazebos must be set-up correctly, be robust and ﬁt for commercial use. Within Fisherman’s walk Gazebos can be left up overnight if you set up on the day before as we have a security presence, but this is at the owner’s risk and no liability will be accepted by the organisers for any damages caused.

**Bars:**

If you wish to trade with a bar (tasters or pouring alcohol) please ask for the specific bar application form.

# Product Pricing:

Please ensure all items on sale are clearly labelled with prices available for customer’s convenience.

# Rubbish:

All traders must **remove all their own and customers rubbish from the site on both days and not load it into site bins**, failure to do so will mean traders being cancelled from attending any further events.

# Public Liability:

All traders must have public liability with a minimum of 5 million cover and attach a copy to the booking form. Event organisers will not accept any liability for any loss or damages of any property or for negligence of an exhibitor.

# Application admin:

Please ensure you have completed this application form and have attached your Risk Assessment, copies of your relevant public and products liability insurance, employer’s liability insurance, proof of ﬁre ﬁghting equipment and your ﬁre risk assessment.

# Onsite Parking:

Onsite parking is extremely limited. Vehicles will only be able to stay onsite if they are part of your pitch and you sell from them. If your vehicle is able to go behind your stand then you may be able to park it there. We advise traders to arrange their parking arrangements prior to the event. We are lucky in Southbourne that we have lots of on street parking available as well all a public car park available. If you have any speciﬁc requirements with regards to your vehicle, please advise us prior to the event.

# Vehicle access onto the Fisherman’s Walk Site

Please note that Fisherman’s Walk is a public park, and the ground is uneven, which adds to the charm of the event. Whilst the entrance and exit points have been modiﬁed so as to allow vehicle access, if your vehicle is heavily laden or is longer or wider than an average vehicle it is your responsibility to ensure you navigate it safely on and on the site safely.

You must inspect the entrance and exit points before bringing your vehicle through them and must satisfy yourself that you are able to navigate through them safely and without issue. There is availability to set up your trade stand on Friday afternoon. Security does patrol all night but you leave your stand there at your own risk. Please let us know if you wish to set up on the Friday.

**Access to the site is entirely at your own risk.**

We will not accept any responsibility whatsoever for loss or damage caused to your vehicle or to any of your wares as a result of bringing them onto the site. We allow traders to load and unload their wares onsite entirely at our discretion and we reserve the right to refuse access onto site if doing so may cause damage to the vehicle or the site. By completing our trader application and bringing your vehicle onto site you are conﬁrming you have read and accept these terms which will be referred to in the event of any issue arising as a result of such access being granted.

# Additional information for Food Traders:

All traders selling food items must have the correct certiﬁcation, have evidence that your premises have been registered with the environmental Health Service and provide details of which local authority they are registered with.

All Food Traders must comply with the food standards agency and attach copies to the application form. Our focus is sustainability, and we encourage all food packaging to be made from either wood, paper/ cardboard or leaves and this includes straws. Fish, charcoal, and wood must be from a certiﬁed sustainable source.

# Allergen advice needs to be visible to customers if selling unpackaged goods.

# Hot surface signs need to be prominently displayed.

**Generators:**

If you require a generator for electric hook up, please advise us and we will arrange equipment hire, all costs of the equipment hire need to be met by the trader/hirer. Special permission is required if you want to bring your own generator due to council regulations.

# Please do not pay your pitch fee until you have received email conﬁrmation of your attendance by the Trader Team. Conﬁrmation of a pitch cannot be oﬀered until we have received all your relevant documentation.

**Cancellations:**

All cancellations must be submitted via email to [Sobowastebusters@gmail.com](mailto:Sobowastebusters@gmail.com) by 1st May 2024 or the booking fee will remain payable. This event is not weather dependent and will go ahead rain or shine. We will put in place all reasonable plans to ensure that the festival goes ahead as advertised. However, we cannot be held responsible for events which are outside our control which lead to change in or cancellation of the event. In the unlikely situation that the event needs to be cancelled no refunds will be given. The organisers will not be liable for any expenses due to event cancellation.

# FAQ’s

**Is there anything I am not allowed to sell?**

The list of products and services which cannot be sold without prior authorisation form part of the **Terms and Conditions available upon application**.

# How do I apply for a bar?

Please send details and photographs via email to [Sobowastebusters@gmail.com](mailto:Sobowastebusters@gmail.com) and we will pass them on to the person responsible for bars.

# What if I do not need a pitch, can I just walk about and sell my goods?

All approved traders must have a static pitch from which to trade. Mobile/roaming traders and ﬂy-pitchers are strictly prohibited. Anyone found to be selling products without the authorisation of the Traders Manager will have their items conﬁscated and may be evicted from site.

# How do I apply for a stall on behalf of a charity/campaigning organisation?

To apply, please complete the relevant trader’s application form giving as much information about what you do and what you would bring to the event including photos/sketches. There is no electricity in the charity stall area and generators are not allowed, if you need power to your stall, you could investigate solar power as a green alternative. Also, no vehicles can park within an allocated pitch in this area unless they are an integral part of the stall (for example you trade from a boat or a ﬁre engine) If your application is successful, you will be allocated a short stay pass to allow you to drop your equipment/stock to your stall and then park your vehicle oﬀ site.

# What should I bear in mind before submitting my application?

1. With this event we wish to encourage traders and exhibitors to work towards the sustainability agenda – even one small change can make a difference. By signing up to the event we hope you will commit to reviewing what you do and make one change where possible – let us know what it is so that we can shout about it 😊
2. Use of the event logo, name and/or images on any goods or promotional material is prohibited without prior communication with event organisers. This also applies to websites and social media.
3. All food packaging must be made from either wood, paper/ cardboard or leaves and this includes straws.
4. Fish, charcoal, and wood must be from a certiﬁed sustainable source.
5. The collection of **cash or data on behalf of** charities/campaigning organisations is prohibited without prior permission from the Team. This includes a collection box on the front of your stall.
6. Sub-contracting, sub-letting or the sharing of a stall or any part of a stall is strictly forbidden. We expect the Trader applying to be the Trader running and managing the stall on site.
7. Traders successful in their application must only sell approved goods at prices speciﬁed in their application and agreed with the Stir Events Team.
8. We are working towards a **sustainable event** therefore please be as much plastic free as possible and help us work towards an event that focuses on recycling and sustainability as its key core. We are focusing on our environmental impact so please help us to be a more environmentally friendly event by doing the following:
   * Cut out single use plastics.
   * Use local suppliers.
   * Use recycling bins.
   * Work towards using sustainable palm oil
   * Help us improve our carbon footprint!

# COVID 19 Mitigation Measures

We will be constantly reviewing and updating the measures as new government guidelines are released. At this time we are not stipulating any measures and will review the situation closer to the event.

**Support:**

Eco Sobo is a not-for-profit event with no entrance fee for visitors. As traders we would like to kindly ask for your support with fund raising by donating a small gift for the raffle/tombola which will help raising the necessary funds to keep this free event going. If you could please bring your donation to the Operations Tent before the event opens on the Saturday morning it would be appreciated.

**Sponsorship:**

There is a super opportunity to promote your brand at the festival through:

* Being a sponsor
* Taking an advert in social media
* Buying a plastic free banner to be hung at the event.

Please tick the box if you would like further information. 

If you are happy with all the Terms & Conditions written within our Guidance notes, please complete the booking form below and email it back to us at [Sobowastebusters@gmail.com](mailto:Sobowastebusters@gmail.com)

We look forward to hearing from you….

# 2024 Corporate Trader Booking Form

| Full Name | Trading Name | | | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Email Address | Contact Number | | | | |  |
| Facebook Page | Website | | | | |  |
| Business Address | Your Product Range | | | | |  |
| I have attached a copy of my Public Liability Insurance 5  Million Cover. | | Yes |  | No |  | |
| I have attached a copy of my Risk Assessment. | | Yes |  | No |  | |
| I have attached a copy of my COVID Risk Assessment | | Yes |  | No |  | |
| I require a Generator | | Yes |  | No |  | |
| I wish to hire a 1 x 13amp plug for £120.00 per day | | Yes |  | No |  | |
| I wish to hire 1 x16 amp plug for £145.00 per day | | Yes |  | No |  | |
| I wish to hire 1x32 amp plug for £165 per day | | Yes |  | No |  | |
| My Vehicle is part of my pitch (Please advise if more than one vehicle is part of your pitch.) | | Yes |  | No |  | |
| Vehicle Details | |  | | | | |

**We are basing our costs on the size of companies, groups and organisations wanting to take part.**

**We are offering 10% discount if you offer a workshop on the day.**

**We hope to have a community space for local groups - please email us directly if you want to be included.**

**Large scale organisations (500 employees or more) please contact us directly to discuss your needs.**

**All stands are based on 3x3 anyone requiring a bigger space may need to book 2 spaces / contact us.**

|  | **No Of Employees** | | | | | | | | | **Workshop**  **Yes/ No \*\*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **1-10** |  | **11-30** |  | **31-100** |  | **100+** |  | **Corporate  500+** |  |
| **Trader/**  **exhibitor** | **£75** |  | **£125** |  | **£210** |  | **£300** |  | **negotiable** |  |
| **Food produce/  cold trader** | **£90** |  | **£150** |  | **£250** |  | **£340** |  | **negotiable** |  |
| **Hot Food trader** | **£105** |  | **£175** |  | **£290** |  | **£380** |  | **negotiable** |  |
| **Suitcase trader  (no stand) \*** | **£50** |  |  |  |  |  |  |  |  |  |

**\* limited number**

**\*\* Workshop Details:**

**Type of workshop:**

**Subject:**

**Is it demonstration only? Yes / No**

**How many people can take part?**

**How long will it last?**

**How many times will you be running it?**

**At your stand? Yes / No.**

**Need a separate space/ what sort?**

| **Deposit and Payments:**  Once your booking has been accepted a £40 deposit will be requested. This will hold your place for the event.  One month before the event the final invoice will be sent.  Please settle this in full before attending the event. |
| --- |

| **Food/Drink Trader** | | | | |
| --- | --- | --- | --- | --- |
| I have attached a copy of my Public Liability Insurance 5  Million Cover. | Yes |  | No |  |
| I have attached a copy of my Risk Assessment. | Yes |  | No |  |
| I have attached a copy of my COVID Risk Assessment | Yes |  | No |  |
| Food Trader | | | | |
| I have attached a copy of my Public Liability Insurance 5  Million Cover. | Yes |  | No |  |
| I have attached a copy of my Risk Assessment. | Yes |  | No |  |
| I have attached a copy of my COVID Risk Assessment | Yes |  | No |  |
| I have attached a copy of my Food Safety Certification | Yes |  | No |  |
| I can confirm my business address is registered with the  local authority. | Yes |  | No |  |
| I am registered with the following Local Authority |  | | | |
| Generator |  |  |  |  |
| I need power as part of my pitch | Yes |  | No |  |
| I wish to hire one 13amp plug for the price of £120 per day | Yes |  | No |  |
| I wish to hire one 16amp plug for the price of £145 per day | Yes |  | No |  |
| I wish to hire one 32 amp plug for the price of £165 per day | Yes |  | No |  |
| I require special permission to bring my own generator | Yes |  | No |  |

**Please use the box below to tell us how your product or exhibit will fit with the focus of this Eco event:**

|  |
| --- |

**Name: Signature:**

# By completing the booking form, you are agreeing to all terms and conditions stated within this booking form and guidance notes.

***\*Pitch conﬁrmation cannot be given until all relevant paperwork is received. \****