

RAF Museum

Vintage and Handmade Festival 2022

Catering vendor - Information & Application



What is the Vintage and Handmade Festival?

The RAF Museum Cosford is delighted to announce that the popular Vintage and Handmade Festival will be back in May 2022. The event celebrates music, fashion, design and style through the decades, from the glamorous art deco era of the 1920s, through to the bold colours and power suits of the 1980s.

The festival brings together a wide range of vintage retailers and craft stalls with an exciting programme of music and entertainment. Amongst others, the programme also consists of a display of vintage cars, a pop-up beauty parlour and a vintage wedding dress display – all situated in or around our aircraft on site. The catering offer will be in line with the vintage theme. Catering vendors must commit to attend the event on both event dates.

The Vintage and Handmade Festival will run from **10:00am to 4:00pm on Saturday 7 and Sunday 8 May 2022**. Visitors may purchase admission tickets in advance or at the door. We are expecting approx. 5,000 visitors throughout the weekend.

Set up

The Vintage and Handmade Festival will take place on RAF Museum premises, nestled in between the Hercules and VC 10 aircraft which will provide a unique backdrop. Visitors will enter the festival area through the large hangar doors of Hangar 1. We are expecting approx. 20 – 15 vintage stalls and 25 crafts stalls.



Set up will take place on Friday 6 May from 11:00am – 4:00pm and Saturday from 7:00am – 9:00am.

There is no security on site overnight but the gates to the site are locked by the RAF Police overnight. There are no overnight sleeping facilities at the Museum for exhibitors or vendors.

How much does it cost?

To thank our stallholders for their continuous support after a very difficult time, we have decided to maintain the 2019 price for a pitch at **£225.00 + VAT** for the 2-day event. Power supply must be booked at the point of application. Please note, access to water on site is not available.

Item	Costs
Pitch fee	£225.00 + VAT
Power - 1x 230V/13Amp socket	£75.00 + VAT
Power – 1x 16Amp socket	£125.00 + VAT

Our contribution to a more sustainable event

We are working closely with a waste management company that helps RAF Museum events to reduce their environmental impact by cutting the waste sent to landfill. In 2022, we will be implementing a reusable cups scheme to reduce plastic waste.

All stallholders and catering outlets using or selling products in cups will be required to join that scheme and will be required to sell their products in provided cups charging a deposit of £1.00 per cup. Further information will follow closer to the event.

How do I register?

If you would like to apply to attend the 2022 Vintage and Handmade Festival, please click here and complete our application form: <https://forms.office.com/r/jDt2QezmsW>. Please indicate power and ground requirements when applying. **We cannot accommodate additional requests once your application has been confirmed.**

Please send an accompanying photo of your products and stand at a similar event to whatson-cosford@rafmuseum.org – applications without this will not be considered

Please note the deadline for registration is 31 December 2021. You will be notified whether your application has been successful by the 31 January 2022. Until your registration is confirmed, its status is pending and no payment for additional items will be required until you have been notified. Once your application has been confirmed we will require a copy of your PLI, risk assessment and method statement from you.

These deadlines are subject to change. By registering for a stallholder space at the RAF Museum Vintage and Handmade Festival, you agree to follow the terms and conditions listed at the end of this document.

And finally...

If you have any questions or difficulties accessing the online registration, please email whatson-cosford@rafmuseum.org. We are looking forward to receiving your application.

We hope to see you at the Vintage and Handmade Festival 2022!

Kindest regards,

RAF Museum Cosford

Terms and conditions

The Vintage and Handmade Festival (Event) is organised by the RAF Museum Cosford (Event Organiser). We recommend that a copy of these conditions is kept and referred to prior to attending.

(1) Stallholder registration:

- All registrations will be reviewed and considered by the Event Organisers who will make a final decision about the attendance of stallholders.
- The deadline for applications is the 31 December 2021. Applications may be accepted after this date at the discretion of the Event Organiser.
- To register for a space at the Event, stallholders must submit their registration using the online form or the provided registration form with all sections completed. No registration can be processed and confirmed without a fully completed registration form. Any bookings not submitted on our forms will not be considered.
- All stallholders selling comestibles must be registered with their local food authority. Further detail and a central registration portal are available from the Food Standards Agency online: <https://www.gov.uk/food-business-registration>
- The Event Organisers reserve the right to refuse or cancel any booking without giving a reason.
- The stallholders have the right to cancel their attendance up to 6 weeks prior to the event date. If the stallholder fails to attend the event without cancelling within the deadline, this may affect future attendance at other RAF Museum events.

(2) Stallholder fee:

- The Event Organisers will charge stallholders a fee for their pitch and additional items booked by the stallholder as part of their application.
- Payment will be required by 31 January through an online payment system provided by the Event Organiser if not arranged otherwise.
- Payment for the additional items must be received within the deadline provided, failure to do so may result in the cancellation of the stallholder's pitch.
- Refunds will not be given for bookings cancelled by stallholders.

(3) Allocation of stallholder space:

- The Event Organisers will allocate the stallholder space within the festival area; stallholders are not able to specify exact locations for their stands.
- The Event Organisers reserve the right to change the site plan at their discretion.

(4) Products offered for sale:

- The stallholder is required to only sell products that have been approved in their application. Any changes to the product offer will have to be agreed with the Event Organisers at the point in a timely manner before arriving on site.
- Any stallholders displaying goods other than those on their original application form may be asked to remove them immediately.
- A detailed description of the demonstration on the stall must be provided as part of the application. A failure to deliver the demonstration as specified will incur the payment of an additional fee of £25.00 + VAT (to match the pitch fee without demonstration) and may affect future attendance at other RAF Museum events.
- All stallholders selling comestibles confirm that they will comply with food safety and hygiene regulations, including allergen controls and allergen information. Detailed information is available from the Food Standards Agency <https://www.food.gov.uk/>
- All goods sold should conform to current trading standard legislation.
- The use of microphones, amplification devices and music devices are strictly prohibited unless written permission is given.
- The sub-letting of all or part of the stall by a stallholder is forbidden unless authorised by the Event Organisers in writing prior to the event.

(5) Stall set up and take down

- Set up and take down will only be possible during times specified by the Event Organiser.
- Each stallholder will be provided a 3m x 3m pitch inside a marquee.
- Additional items may be booked at the point of application if required.
- All stands or stalls are to be set up in an attractive manner. Boxes etc. must be stored out of sight.
- Stallholders must supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides.
- Please follow the instructions under point (9) re vehicle movement.
- If required, please bring manual handling aids, such as trolleys to transport your products to your stall.
- Stallholders must not do anything to encroach upon gangways, exits or access points.
- Stallholders must leave their stand area clean and tidy at the end of the day, all rubbish must be removed from the site.

(6) Health and safety:

- All stallholders must have public, product and employee liability insurance.
- All stallholders must provide a risk assessment and method statement.
- At all times, whilst on site, you will ensure that your stall and surrounding area, equipment and all or any other property is in a condition that is safe for all persons who may reasonably and foreseeably come into contact with it or be affected by it.
- The right of inspection is reserved by the Event Organisers and the Environmental Health Officer, before, during and after the Event.

(7) Fire safety:

- Stallholders are responsible for the provision of suitable fire safety equipment on their stalls. The right of inspection is reserved by the Event Organisers and the Fire Safety Officer, of all stands and equipment.

(8) Electrical equipment:

- You should specify if you require electricity for equipment when applying. The provision of power is limited to 230V/13Amp sockets if not agreed otherwise.
- Each stallholder must ensure that the provided power supply is not being overloaded.
- All electrical equipment must be certified and have a PAT certificate. This certificate must be made available for inspection by the Event Organiser's electrician at the Event. Please note that non-PAT tested equipment cannot be used under any circumstance.
- The electric point may be up to 15m away so stallholders should supply their own PAT-tested extension lead. Multi-way adapters are not permitted; any faulty equipment which causes problems with the power supply will be barred from use at the sole discretion of the Event's electricians.

(9) Vehicles:

- A maximum of one hour is allocated for unloading on your selected set up day and time.
- Vehicle movement inside the festival area is prohibited between 8:30am and 16:30am; or when deemed safe by the Event Organiser.
- In case of adverse weather, stallholders may not be able to drive a vehicle to your stall.
- Parking permits are to be displayed in vehicles at all times when on site at the museum. The Event Organisers reserve the right to withdraw the access at their discretion.

(10) Adverse weather:

- The Event will go ahead if it rains. Each stallholder is required to make arrangements for rainy weather.
- The Event Organiser reserves the right to change the location of the Event and/or alter the set up in case of adverse weather conditions.

- The Event Organisers cannot be held liable for loss of sales or damages due to inclement weather.
- The Event Organiser reserves the right to cancel the Event in case of high winds or other weather conditions that may present a danger. In case of a cancellation, a full refund will be issued within 30 working days.

(11) Security:

- The Event Organisers will not be responsible in any way for the loss or damage to stallholder's property whilst it is on site; stallholders are responsible for the safe keeping of all goods or items on their stand.
- The Event Organiser will not take any responsibility for products stored in the designated storage space overnight.

(12) Litter/waste/hot water:

- Litter and waste must be removed from site by each stallholder at the end of each day.
- Hot water or contaminated water is not to be disposed of directly onto the ground as this will have a damaging effect on the grass. Stallholders will be liable for any damage they may cause. Adequate facilities will be provided on the site to accommodate this.

(13) Limit of liability:

- The Event Organisers will do everything in their power to ensure that you have a successful event but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather, astrological incompatibility or anything else beyond their control. Restrictions on visitor numbers due to Covid-19 may affect the visitor numbers of the Event.
- The Event Organiser does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold the Event Organisers responsible for any losses you sustain.
- If in the reasonable opinion of the Event Organisers (or any third party organiser) it is necessary to cancel or curtail an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming.
- The RAF Museum carries £5,000,000 of public liability insurance.