



Brinsley Carnival



Sunday 20th June 2010
2010 * 50th ANNIVERSARY YEAR * 2010

COMMUNITY GROUP, TRADE & CRAFT EXHIBITORS PITCH BOOKING FORM BRINSLEY CARNIVAL SUNDAY 20 JUNE 2010 CORDY LANE, BRINSLEY, NOTTINGHAM

«Company»
«Address1»
«Address2»
«Address3»
«POSTCODE»

Dear Exhibitor,

Thank you for your interest in Brinsley Carnival, which in 2010 celebrates its 50th anniversary in its present form: the Carnival itself has been in existence since the First World War in various forms.

ABOUT THE CARNIVAL

Brinsley Carnival is a long standing community event which attracts in excess of 3000 visitors and is organised entirely by volunteers. Proceeds from the event go to:

- Various community groups within Brinsley
- Funding the following year's carnival.

The carnival includes:

- A Carnival Queen
- Fancy dress competition
- Procession along the main road
- Trade & Community Group Stalls
- Professional entertainment in the Carnival arena
- Street decoration.
- Fun Fair

We value the support of Trade Exhibitors and try to make your booking and attendance as simple as possible.

- Unless otherwise requested all pitches are 4x4 metres square.
- Trade & Craft pitches are only £40: Community Groups and Charity pitches are £20.
- Extra size Trade & Craft pitches are £10 per metre of Frontage.
- Free listing in the Carnival Programme and also the Website.

If you require an extra size or deep pitch or have any queries please feel free to contact us.

Your application will be automatically accepted; your entry tickets & vehicle passes will be sent with your receipt in May

We draw your attention to the ever-more stringent regulations which as Carnival organisers we have to abide by.

Yours

Brinsley Carnival Team

INFORMATION

PITCHES AT BRINSLEY CARNIVAL

The carnival provides an ideal fundraising/selling opportunity. Advertising/administration can be costly and time consuming – our pitch fees cover these items. Please note that we can't provide tables and chairs and we advise you to bring a gazebo.

STANDARD PITCH SIZE

Approx 4 x 4Mtr. Please contact us if you'd like a larger pitch: we can't make any promises and the cost will increase!

HOW TO BOOK A STALL

Please send your completed booking form and payment to the address given on the form. A receipt will be sent to you before the Carnival with your vehicle pass & entry tickets.

PITCH COSTS

Standard size pitches for businesses/sole traders are **£40** and for Community Groups / Charitable organizations **£20**. Please note that a pitch will not be considered booked until payment is made.

RETURN OF BOOKING FEES

Please note: booking fees are not returnable except in the unlikely event that the carnival is cancelled by the Carnival Team.

CLOSING DATE FOR BOOKING A PITCH

The closing date is 14 days before the carnival. Please note if you leave it too late you might not get a place.

ALLOCATION OF PITCHES

The preparation of the field is time consuming but we want to be as fair as possible. Pitches will be allocated on a 'first booked, first allocated'.

WHAT YOU GET

Each pitch booked and paid for will receive one vehicle pass and two entry tickets, if you require an extra vehicle pass or entry tickets for people working on your pitch, please indicate on the booking form and include the extra payment.

NOTE: any extra vehicles MUST also be parked within your allocated pitch, or removed to the on-site public car park.

HOW THE EVENT WILL BE PUBLICISED

The event will be widely advertised via posters, banners, leaflets, the press/media and internet.

ACCESS FOR PEOPLE WITH DISABILITIES

As in previous years we will be hiring 'portaloos'. There is also a toilet with wheelchair access in the parish hall and a dedicated parking area will be made available on the field near to the entrance for people with disabilities.

HEALTH AND SAFETY

A specialist first aid organisation will attend the event to provide first aid if required. Before the Carnival a health and safety risk assessment will be sent to you with your receipt.

LOST PROPERTY

The lost property area (including children!) will be at the Carnival Team's gazebo near the arena.

REFRESHMENTS

Refreshments will be on sale inside the Parish Hall, but you're welcome to bring your own if you wish.

YOUR PRIVACY

Your details will be kept confidential within the Carnival Team and will not be passed on to any third parties other than the Carnival's first aid specialist who will be given a list of traders in case of illness/accident.

COMMUNICATION

If you need to speak to us about your booking please email stalls@brinsleycarnival.com or telephone 07846 715913.

FINAL NOTE

The Carnival is very much an open event and we welcome pitch applications from all, regardless of age, gender and race.

The following list is not exhaustive as other volunteers work for the carnival – delivering leaflets, helping set up the field etc.

Chair Person	Roy Stephenson	07768 310188	Site Manager	Andy Barker	07990 912 574
Secretary	Dawn Potts	07854 479102	Public Relations	Angela Smith	01773 12637
Treasurer	Rita Potter	07976 801515	Stalls Manager	Steve Potter	07846 715913

COMMUNITY GROUP/TRADE STAND REGULATIONS

1. Cheques/POs payable to Brinsley Carnival must accompany applications. Traders must also include a Risk Assessment and a copy of Public Liability Insurance cover.
2. The Carnival will try to comply with your individual requirements but can't guarantee individual sites.
3. You will be responsible for maintaining, and leaving your pitch in a clean and safe condition. Failure to do so will result in a £20 litter picking surcharge.
4. Traders' trading name and address must be shown on your pitch and on your relevant public liability insurance certificate.
5. Your stands or stalls etc can be erected on the Carnival ground after 8:30am on the day of the Carnival and must be removed as soon as possible after 16:30.
6. You are reminded that you are responsible for the observance by yourselves, your employees and your contractors of the Health and Safety etc Act of 1974 and the relevant statutory provisions that cover all safety regulations.
7. On arrival at the Carnival ground you MUST report to the site manager prior to setting up in your allocated space.
8. You are reminded that your vehicles must be parked within the area of your paid-for pitch otherwise they must be removed to the on-site public parking area. Parking is at owner's risk.
9. To comply with the Carnival's Health & Safety strategy, there can be NO vehicular movement on the Carnival ground after 10:30am when the gates open to the public. The ban on vehicle movement applies until the end of the Carnival, approx 4:30pm, and may be varied on the day by the senior police officer in charge of traffic.
10. Vehicles arriving for the removal of stands at the close of the Carnival will not be allowed to enter the Carnival ground until the vehicle movement curfew is ended.
11. The catering rights at Brinsley Carnival are held exclusively by the Carnival Team. No exhibitor may sell any food, confectionery, beverage (alcoholic or otherwise), cigarettes or tobacco except those exhibitors who have a specific agreement with the Carnival Team.
12. Quiet running generators (completely muffled) or loudspeaker systems are only permitted with the permission of the Carnival Team and at the discretion of the Site Manager. Diesel powered generators are preferred. Petrol powered generators MUST be switched off during re-fuelling and have a suitable fire extinguisher available nearby.
13. You are required to comply with the instructions of the Site Manager. Anyone not doing so will be expelled from the Carnival ground.
14. No tombola will be allowed to operate at the Carnival without the express permission of the Carnival Team. Community groups or charitable and other institutions wishing to make appeals for contributions to their funds must also obtain the permission of the Carnival Team. The selling of raffle or lottery tickets on a trade stand is strictly prohibited unless the operation is covered by licence under the Lotteries and Amusements Act, 1976. A copy of this licence must be produced at the time of the trade pitch application.
15. No Community Group, Trader or Company may charge for entry into their rented pitch.
16. You and the people working on your pitch will only be admitted to the Carnival ground on production of tickets and a vehicle pass.
17. Ticket Allocation: a Trade Stand will receive a minimum two tickets. Additional tickets may be purchased at the discounted rate of £1.00 when booking. A separate pass will be issued for vehicles; further vehicle passes may also be purchased.
18. It is a safety regulation that all exhibitors must be equipped with a fire extinguisher appropriate to the goods on sale. All electrical equipment and connections must be EU compliant and tents, gazebos etc must be constructed of flame retardant material and erected to comply with relevant legislation. Suitable control measures for hazardous substances such as LPG bottles must be provided by the exhibitor.
19. Traders using LPG must submit a full risk assessment and have the relevant test certificate available for inspection.
20. Booking fees are not returnable except in the unlikely event that the Carnival is cancelled by the Carnival Team
21. The Carnival Team, its officers and servants will not, in any way, be liable to any persons whatsoever for any damage or loss, however caused, to the property of any such person or for any injury, fatal or otherwise, to any such person while on the showground or car parks.
22. Every exhibitor shall be solely liable for any loss, injury or damage that may be done to or occasioned by or arising from any article or property exhibited or brought on to the Carnival ground by or for him, and he shall indemnify the Carnival Team on account of or in respect of such damage or injury.
23. Only those goods declared on the approved booking form will be permitted to be sold.
24. The selling of BB guns, peashooters and catapults is strictly prohibited.
25. All injuries must be reported to the Site Manager.
26. The Trade Stand schedule is issued subject to orders and advice of the Department for Environment, Food & Rural Affairs, the Health and Safety Executive and local authorities which may be operative during the Carnival Day.???? Traders are responsible for full compliance.
27. Brinsley Carnival is a public place. The full provisions of the Road Traffic Act 1991 including the specific offences of dangerous, careless and inconsiderate driving of a mechanically propelled vehicles, apply to the Carnival.
28. The sale or auction of animals or birds at the Carnival is totally forbidden. All livestock and birds on exhibitor's stands are subject to the orders of DEFRA and local authorities operative at the time of the Carnival. Exhibitors are wholly responsible for obtaining all certificates and permits including those required to leave the ground at the close of the Carnival.
29. A No Smoking policy applies to all marquees and enclosed areas. The Carnival Team or a representative of the Fire Service may inspect marquees, occupied areas and trade stands to ensure maximum fire safety.

FINDING YOUR WAY TO BRINSLEY

(Between Eastwood and Underwood, on the A608 road to Mansfield)

PUBLIC TRANSPORT

For details about public transport please contact **Travel Line 0871 200 22 33**. There are direct bus services from Nottingham, Alfreton, Ilkeston, Heanor, Derby & Mansfield. The nearest train station is at Langley Mill

- The Black Cat bus runs between Mansfield, Sutton, Heanor, Ilkeston and Derby.
- The number 1 bus runs from Alfreton through to Nottingham via Eastwood, Kimberley and Nuthall.

BY CAR FROM NOTTINGHAM

Take A610 Nottingham/Ripley road. Come off at the Heanor/Eastwood exit and follow signs for Eastwood/Mansfield. There's a B & Q on your right and Morrisons supermarket on your left. Keep in your left hand lane, drive down the hill towards Mansfield and keep on this road. You will pass Durban House Heritage Centre on your right. The following landmarks will appear on your left (in this order):

- Hayleys Conference centre
- Snipits Hairdressers
- Post Office
- Church
- Chip shop

Brinsley Parish Hall is on your right hand side just after the chip shop about 1.5 miles from Morrisons.

BY CAR FROM RIPLEY/CODNOR

Take the A610 Ripley/Nottingham road then follow directions as above from Heanor/Langley Mill/Eastwood exit.

BY CAR FROM DERBY/HEANOR/LANGLEY MILL

Drive through Morley and Smalley and head for Heanor. At Heanor you'll come to a roundabout at Tesco. Turn right and drive through Heanor town. Keep in your left and follow the signs for Mansfield/Eastwood/Langley Mill. Follow this road through Langley Mill and you'll come to a roundabout. Take second exit, signposted Eastwood/Mansfield. Drive towards Eastwood – you'll see B & Q on your right, Morrisons on your left, follow the directions above.

BY CAR FROM ALFRETON

Drive through Somercotes, Pye Hill and Underwood as if you are driving to Nottingham. Take the second right after Underwood Miners Welfare signposted Brinsley/Eastwood/Heanor. This is Cordy Lane. Keep on this road for about 1.5 miles: you'll pass the following landmarks on your right:

- a small industrial estate
- Yew Tree pub
- a small garage

Brinsley Parish Hall is on your left hand side.

BY CAR FROM M1

Come off Junction 27 of the M1. Take the exit signposted Heanor. Keep on this road for about 3 miles. You will pass the Sandhills public house on your right. When you reach the T junction, turn left then take the second turning on your right (signposted Brinsley, Eastwood, Heanor). This is Cordy Lane: please follow the directions given above.



Brinsley Carnival



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COMMUNITY GROUP, TRADE & CRAFT EXHIBITOR PITCH BOOKING FORM

Name:

Company Name or
Community Group Name:

Address:

Post Code:

Tel No:

Contact Name:

The complete range of goods/services/fund raising method MUST be fully declared

I require ____ EXTRA metres of frontage in addition to my 4 x 4Mtr Standard pitch.
(Standard Pitch costs £40 for Trade & Craft, Community Group or Charity £20)

Pitch Fee
Extra Frontage £10 per Metre
Extra Vehicle Pass £1 ea
Extra Entry Tickets £1 ea
Total Enclosed

£
£
£
£
£

I have read and understood the Trade Stand Regulations.

Signed: _____

Date: _____

Remittances payable to **Brinsley Carnival** should be sent to:
Brinsley Carnival, 3 Church Walk, Brinsley, Nottingham. NG16 5AR

Office use only:
Date
ZOrder
C/T

For more information see www.brinsleycarnival.com, phone 07846 715 913 or email stalls@brinsleycarnival.com

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