



**Crafters Application Pack
Carnival Weekend, 25-27 July 2025
Felixstowe Leisure Centre**

Name /Company/ Organisation Name	
Address	
Town	
Postcode	
Contact Name	
Email Address	
Telephone Number	
Mobile Number	

List of what your stall will sell / operate / services offered and any additional notes:	
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Requirements	Event Rate – Please tick below	
6 feet	£50	<input type="checkbox"/>
12 feet	£75	<input type="checkbox"/>
You supply your own tables and these sizes are the absolute limits of your pitch		
Electricity Required? No charge, but subject to availability	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Please note: All requirements are subject to availability. Please do not send payment with application, but wait for invoice before paying.

I have read, understood and agree to abide by the Craft Application Terms and Conditions attached. I enclose a copy of my public liability insurance cover.

Signature _____

Date _____

Please return forms to: Felixstowe Carnival Association, 25 Blue Barn Close, Trimley St Martin, Suffolk, IP11 0YX

Or scan and email documents to crafters@felixstowecarnival.org

Payment and all documentation must be received on or before Sunday 29th June 2025 in order to guarantee a pitch.



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Craft Application Terms & Conditions 2025

Payment

Successful applicants will be invoiced and on receipt of payment by the date indicated on the invoice, we will confirm your acceptance. No pitch is guaranteed until payment is received. **THE PAYMENT DEADLINE IS FINAL. All unpaid pitches after this date will be cancelled and offered to other traders.** Please note Carnival is not VAT registered, therefore VAT will not be added to the price of your stall.

Cancellation

In the event of a cancellation after payment, there will be a forfeit of 25% of the total pitch price. If the cancellation occurs within 14 days of the event, the total cost will be forfeited.

Food Traders

All food stalls must comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995, Food Safety (Temperature Control) Regulations 1995 and The Food Safety Act 1990. Pre-prepared food only, no cooking permitted onsite.

Litter

All stallholders are asked to provide a large waste bin and take away the waste at the end of the trading day. All traders are responsible for the area surrounding their stall; this includes the area in front. Please help us to make the Carnival weekend a pleasant experience for all.

Generators

Generators are not allowed.

Trading Hours

Trading hours are between 10am and 4pm and trading can only be carried out between these times.

Vehicle Movement

Vehicles can access the Leisure Centre but must be clear of the area by 10am on both days. Please always follow marshal's instructions using hazard lights as the access area is open to the public. Please park where allowed on the road, observing any parking restrictions.

Risk Assessment

Each Trader is expected to complete a risk assessment for their trading space including an assessment of the likely construction hazards and risks of temporary structures.

Liabilities

Neither Felixstowe Carnival Association nor its affiliates can be held responsible for any loss or damage to property or injury to any person caused by the day's activities, the weather, or any other reason or cause.

Conditions

The position of the craft stands will be at the discretion of Felixstowe Carnival Association.

We reserve the right to refuse any application without giving a reason.

No trader has the right to sub-let or permit anyone using any part of the stand space without Felixstowe Carnival's permission. You are required to comply with the instructions of Felixstowe Carnival Association and anyone not doing so will be asked to leave.