



Gateways Festival 2022
Non-food Trader: Key Information

For 2022, Gateways is split into two events:

The Great Yorkshire Dales Proms: Friday 22 July 2022.

Gateways Festival: Saturday 23 July - Sunday 24 July 2022.

Both events will be taking place at Aireville Park in Skipton, North Yorkshire.

Given the format of Gateways for 2022, the majority of traders will only be trading on Saturday 23 & Sunday 24 July 2022 as we don't expect the demand for traders at The Great Yorkshire Proms. Traders are welcome to trade on Friday 22 July 2022, if they want to.

Trading hours for Gateways Festival are:

Saturday 23 July, 11am – 9.30pm

Sunday 24 July, 11am – 9.30pm

Event capacity:

The event capacity for Gateways Festival 2022 is 8,000.

At Gateways 2021 we had over 5,000 people attend over the three days. The likely attendance for 2022 is between 5,000 and 8,000 but is not guaranteed.

Pitch costs:

Prices are exclusive of VAT.

A standard trader pitch at £100 + VAT includes:

- a 3m x 3m pitch
- two employee passes
- one vehicle pass for our car park (not on site)

A standard charity pitch is £50 + VAT and includes:

- a 3m x 3m pitch

- two employee passes
- one vehicle pass for our car park (not on site)

If you'd like a longer stall frontage (e.g. 6m x 3m) you'll be charged a higher pitch fee. Please note, the maximum pitch depth is 3m. Please do not apply for a pitch at Gateways 2022 if your stall is over a 3m depth.

If you require more employee passes, these are at your own cost. Please let us know in your application if you require more employee passes.

If you require power to your pitch for any electrical equipment, please confirm this in the application form. Please note, any electrical equipment brought on-site must have a current PAT test.

A 13amp power socket costs £50 + VAT. Traders can apply for up to two power sockets.

Traders will be charged for the value of any equipment that is lost or damaged.

Payment deadline:

All traders who are successful in their application will be notified by email. In order to secure the pitch, the pitch fee must be paid in full by the date confirmed on the offer email.

Pitch fees are payable by BACS transfer. Due to no-shows this is non-refundable unless the event is cancelled.

Stalls:

You'll be required to provide your own stall and infrastructure e.g. framed stall, canopy, side walls, tables and chairs, ballast and guide ropes.

Regardless of weather conditions your stall needs to be fit for purpose and suitably anchored into the ground (grass) using either stakes hammered into the ground or weighted down. This is a Health and Safety requirement and the stall holder's responsibility. Stalls will be checked by the Events Team to ensure they're suitably anchored. If your structure looks unsafe or unsuitable you may be asked to cease operation and pack up with no return on your fee.

Stall rules:

- You cannot sell:
 - Glass
 - Alcohol
 - Food
 - Legal highs or drug paraphernalia.

- [Anything on the 'Prohibited Items' list](#)
- No sound systems allowed.
- No dogs or pets will be allowed at pitches or anywhere on the event site (with the exception of assistance dogs).

Any trader found offering items on the prohibited items list will have the items removed, asked to cease trading or to leave with no return of your fee.

We'd like each trader to be unique. To do this please let us know what products you're selling and we'll make efforts to ensure traders don't overlap, where possible.

Generators:

Private generators are not allowed. You must request power when completing the application form. If you need additional sockets you can bring your own outdoor extension lead.

Note:

- Electrical equipment must be PAT certified as fit for purpose - this must be brought with you to the event.
- Equipment and wiring should be properly insulated and earthed.
- All sockets, plugs and wiring should be adapted for outdoor use and protected from the elements.

Should the event electrician find faulty or untested electrical items or connections within your stall you'll be asked to disengage the equipment or may be asked to cease trading with no refund on your fee.

Water on site:

Water will be available on-site from standpipes located within the confines of the event. Unfortunately we're not in a position to supply a direct feed to your stall. Water will have to be transported in containers so be prepared with sterile water containers and a method to get water to your stall.

Stand pipes are communal and we ask that for the purpose of maintaining sanitation you do not connect a hose to the taps in order to fill up your containers.

Arriving at Gateways Festival 2022:

We require all successful traders to set up their stall before 12pm Friday 22 July 2022. Traders will be allocated an arrival time which will either be Thursday 21 July 2022 or Friday 22 July 2022. By submitting an application you're agreeing to be available from Thursday 21 July 2022 as you may be asked to set up your stall on this date.

If successful you will be connected to ask your preferred arrival date and time. Where possible we will accommodate your preference.

When you arrive at the event site you will be allowed to bring your vehicle on-site to set up (weather permitting). Once you've unloaded your stall and stock, vehicles will be removed from the site.

Please note, **traders are not able to park their vehicles on-site during the event.** You will be allocated one parking pass for our trader car park. More information below.

Camping at Gateways Festival:

There is no camping at Gateways 2022. If you'd like to camp, please take a look at the campsites local to the venue.

Deliveries

If you'd like any deliveries to be delivered to the site, you must arrange this with your site contact BEFORE you arrive on-site. We will try to accommodate your delivery being delivered directly on-site and to do this we need you to confirm the name of the delivery company and the registration of the delivery vehicle. Please be prepared to 'hand ball' any deliveries onto the site from the trader car park.

Deadlines for deliveries will be confirmed in the Trader Agreement.

Leaving your stall during the festival:

During the festival you can leave your stall as long as someone else is in charge – for the purposes of health and safety your pitch must be staffed during trading hours.

Leaving your stall at the end of each day:

At the end of each day of the festival you must leave the event site. If walking off-site you can leave once the festival has finished which will be around 9.30pm.

If you need to bring your vehicle on-site at the end of each day, you have to wait for our on-site vehicle curfew to be lifted. This will be around 10pm - 10.30pm but can be later. No vehicles are allowed on-site without the event organisers permission.

Overnight security:

There will be site security at all times during the event including night time to secure the site and main infrastructure. Security will not be deployed to secure your stall. Gateways Event Ltd or the contracted security company cannot accept any loss of or damage to your equipment, goods or personal belongings.

Packing up your stall on Sunday 23 July 2022:

All traders will be required to pack up and leave the festival site on Sunday 23 July 2022 after the festival has finished (around 9.30pm). No vehicles will be allowed on-site until the vehicle curfew has been lifted, and you've been notified by your on-site contact.

In extreme weather conditions you may be required to handball your stock and stall off-site if we can't bring vehicles on-site. We'll do our best to avoid this situation.

Rubbish:

All trader waste must be disposed of in the bins provided onsite, please make sure you leave your pitch in a clean and tidy condition.

Bring only what you need. Please leave unnecessary packaging at home.

Legal documents:

We require all traders to provide proof of Public Liability Insurance (minimum £5m). In order to secure your pitch you'll need to send proof of your insurance.

If we've agreed you can have five or more employees on your stall, including yourself then you have a legal obligation to carry Employers Insurance and an accident report book.

You may wish to insure your property against damage.

We will ask for a copy of your insurance documents.

Gateways Events Ltd is not liable for:

- any financial losses incurred by you
- any loss of or damage to your equipment, goods or personal belongings.
- any injury of employees or staff working for or connected to you.

Traders using electrical and/or gas appliances must provide Gateways Event Ltd with appropriate Risk Assessments, and all electric & gas appliances need proof of recent safety checks including PAT certificates.

We require this documentation on or before 16 May 2022.

Passes to the event:

Your pitch fee includes two employee passes and one vehicle pass.

Please note we only issue passes for people working at your stall and do not issue passes to family/friends.

We also require the registration of the vehicle you'll be bringing in order for you to get access to our trader car park. Please keep in mind there's limited room for vehicles in the car park, and **your vehicle will not be parked on the event site.**

Your passes will be given to you when you arrive at the event.

If you require more employee passes, these are at your own cost. Please let us know in your application if you require more employee passes.

Trader parking:

Once you have unloaded your stock to your pitch all vehicles are to be parked in a nearby traders car park. Pedestrian access to this car park is available at all times. Vehicle movement will only be permitted on-site when gained permission from the event organisers after our vehicle curfew has been lifted.

Cancelation:

Traders wishing to cancel their pitch will be subject to the following charges.

- 4 weeks before the Gateways 2022 date: 50% refund.
- 2 weeks before the Gateways 2022 date: 25% refund.
- Less than 2 weeks before the Gateways 2022 date: no refund

Trader application deadline:

The deadline for trader applications is 31 March 2022.

Site contact:

Traders will have a dedicated member of staff as their single point of contact during the event.

Information in this document is subject to change by Gateways Event Ltd. If there are any changes, you'll be notified if your application is successful.

By applying to trade at Gateways 2022, you're accepting all the above conditions.