



Vendor Trading Agreement

Festival Dates: 3-4 July 2026

Location: WOOD-FEST Site

Supporting Hampshire & Isle of Wight Air Ambulance & Andy's Man Club

Produced by: WOOD-FEST PRODUCTIONS LTD

Prepared by: Lili Hodge

Signed:

A handwritten signature in black ink, appearing to read 'Lili Hodge'.

Date: 07/03/2026

Authorised by: Tom Paynter

Signed:

A handwritten signature in black ink, appearing to read 'Tom Paynter'.

Date: 07/03/2026



Trader Compliance Checklist

This checklist must be completed before arrival on site.

Requirement	Checked
Public Liability Insurance (£5m minimum)	☐
Food Hygiene Rating (Food traders only)	☐
Gas Safety Certificate (if using LPG)	☐
Fire Extinguisher (minimum 6L)	☐
Fire Blanket (for cooking stalls)	☐
Class F Extinguisher (if deep fat frying)	☐
Allergen Signage – 'Ask about allergens'	☐
Hand Washing Facilities (Food traders)	☐
Waste & Grease Disposal Plan (take waste off site)	☐
Generator / Power request approved by WOOD-FEST (if applicable)	☐



1. GENERAL TERMS (Applies to ALL Traders)

1.1 Booking & Payment

Trading space is confirmed only once the trader application has been accepted, pitch fee paid, and documentation received.

WOOD-FEST reserves the right to refuse any trader application without explanation.

1.2 Site Access

Festival gates open to the public at 08:00 on Friday 3rd July 2026.

All traders must:

- arrive during the allocated trader access window
- be fully set up and ready to trade by 19:00 on Thursday 2nd July 2026

Failure to meet this deadline may result in trading permission being withdrawn.

Vehicle Movements

For public safety there will be no vehicle movement within the public areas of the festival between:

08:00 Friday – 08:00 Sunday

Unless:

- authorised by Event Management, or
- the driver holds a valid vehicle movement permit

Any unauthorised vehicle movement may result in removal from the event.

1.3 Insurance

All traders must hold Public Liability Insurance with minimum cover of £5,000,000. Proof of insurance must be supplied before arrival on site.



1.4 Site Conduct

All traders must:

- behave respectfully toward staff, volunteers and customers
- maintain a clean and safe trading area
- dispose of waste responsibly
- comply with instructions issued by festival staff

WOOD-FEST operates a **zero-tolerance policy for abusive or unsafe behaviour**.

1.5 Power & Generators

Any power supply or generator use must be **pre-arranged with WOOD-FEST** prior to the event.

Traders must not connect to any electrical supply without permission.

Generators must:

- be safely positioned
- be suitably silenced
- not cause disturbance to neighbouring traders or stages

WOOD-FEST reserves the right to request generators be repositioned or turned off if they create operational issues.

1.6 Noise

Due to licensing conditions, any amplified music from trader stalls must be turned off by 23:00.

WOOD-FEST reserves the right at any time to:

- request that amplified music be reduced or turned off
- restrict trader sound systems
- intervene if sound interferes with stages or noise limits

Failure to comply may result in power being disconnected or trading being suspended.



1.7 Safety

All traders must comply with:

- Health & Safety legislation
- Environmental Health requirements
- Fire safety regulations
- Event licensing conditions

WOOD-FEST reserves the right to inspect any stall, equipment, or setup at any time.

WOOD-FEST reserves the right to close any stall that is deemed unsafe or not complying with these requirements.

1.8 Alcohol Sales

WOOD-FEST retains exclusive rights to the sale of alcohol on site.

Traders are not permitted to sell alcoholic beverages unless explicitly authorised in writing by the festival organisers.

Any trader found selling alcohol without permission will be required to cease trading immediately.

1.9 Weather

WOOD-FEST is an outdoor event held on a greenfield site.

The organisers cannot accept responsibility for loss of income due to:

- weather conditions
- programme changes
- reduced attendance
- operational adjustments required for safety or licensing

1.10 Removal of Traders

WOOD-FEST reserves the right to:

- shut down any stall breaching these terms
- revoke trading permission
- remove traders from site

This may occur **without refund** if necessary for safety, licensing, or operational reasons.



2. FOOD TRADERS

2.1 Food Safety

Food traders must provide:

- Food Hygiene Rating (where applicable)
- Food Hygiene Certificate
- Allergen information available to customers

2.2 Environmental Health

Food traders must comply with all Environmental Health regulations including:

- Safe food storage
- Temperature control
- Cross contamination prevention

2.3 Hand Washing Facilities

Food traders must provide suitable hand-washing facilities including hot water, soap and disposable towels.

2.4 Gas Safety

Where LPG gas equipment is used:

- cylinders must be secured upright
- hoses and regulators must be suitable and in good condition
- equipment must be safely installed

WOOD-FEST reserves the right to inspect gas equipment.

2.5 Gas Certification

Traders using LPG appliances must provide a Gas Safety Certificate issued by a Gas Safe engineer qualified for commercial LPG catering equipment, where applicable.

WOOD-FEST reserves the right to shut down any gas equipment considered unsafe.



2.6 Fire Safety

Food traders using cooking equipment must provide:

- Minimum 1 × 6L fire extinguisher
- Minimum 1 × fire blanket

Where deep fat frying or cooking oils are used, traders must also provide a **Class F extinguisher suitable for cooking oils**.

Fire safety equipment must be:

- easily accessible
- clearly visible
- maintained in working order

WOOD-FEST reserves the right to inspect fire safety equipment at any time.

2.7 Allergen Information (Natasha's Law)

All food traders must comply with **UK allergen legislation including Natasha's Law (The Food Information (Amendment) (England) Regulations 2019)**.

Traders must ensure customers can obtain clear allergen information for all food products sold.

Traders must:

- display signage advising customers to ask about allergens
- be able to provide allergen information for all menu items
- ensure staff understand the 14 regulated allergens
- take reasonable steps to prevent cross-contamination

Where Pre-Packed for Direct Sale (PPDS) food is sold, items must be labelled with:

- the name of the food product
- a full ingredients list
- allergens clearly emphasised within the ingredients list

Failure to comply may result in the trader being required to stop trading until the issue is resolved.

WOOD-FEST reserves the right to remove traders not complying with allergen requirements.



3. GREASE, OIL & WASTE

All traders must manage cooking waste responsibly.

Cooking oil, grease, and food waste **must not be disposed of on the festival site.**

Traders must:

- collect all cooking oils and grease safely
- remove them from site at the end of the event
- dispose of them legally via an appropriate waste facility

Any trader found disposing of grease improperly may be removed from the event and charged for site remediation.

4. NON-FOOD TRADERS (MERCH / RETAIL / CRAFT)

These conditions apply to traders selling goods other than food.

4.1 Suitable Products

Products must be suitable for a public festival environment.

4.2 Counterfeit Goods

Traders must not sell:

- counterfeit goods
- illegal products
- unsafe items

Any trader found doing so may be removed from site immediately.

4.3 Pitch Appearance & Stall Presentation

WOOD-FEST expects traders to present stalls that are safe, tidy and visually suitable for a public event.

Stalls must:

- be structurally sound
- be suitable for outdoor use
- be properly secured
- not present trip hazards



WOOD-FEST reserves the right to require traders to improve stall safety or appearance, including:

- removal of unsafe or damaged gazebos
- securing loose signage
- improving general presentation

Failure to comply may result in the trader being required to cease trading.

5. LIABILITY

WOOD-FEST accepts no responsibility for theft, damage or loss of income. Traders operate at their own risk.

6. Trader Cancellation

If a vendor withdraws from the festival after signing the WOOD-FEST Vendor Contract and Payment Form 2026, the vendor will be deemed to have cancelled their trading agreement.

In such circumstances:

- All pitch fees paid are non-refundable.
- WOOD-FEST reserves the right to recover any costs already incurred on behalf of the vendor, including but not limited to:
 - merchandise produced for the vendor
 - promotional or advertising materials
 - printed programmes, signage, or marketing content
 - administrative costs associated with trader management

Any such costs may be invoiced to the vendor and will remain payable within the stated invoice terms.

WOOD-FEST reserves the right to reallocate the cancelled pitch space to another trader without compensation to the withdrawing vendor.

7. ACCEPTANCE OF TERMS

By accepting a trading pitch at **WOOD-FEST 2026**, the trader confirms they:

- have read and understood this agreement
- will comply with all festival rules and licensing conditions

This will be signed on the Vendor Contract and Payment 2026 stating that you have read the above terms and conditions.