



Africa Oyé 2009 Trading Information

Festival Date/s: Saturday 20th June and Sunday 21st June 2009

Festival times: Sat-12:30-21:30/ Sun- 12:30-21:00 (tbc)

Venue: The Review Field, Croxteth Drive, Sefton Park, Liverpool
Postcode for Sat Nav entry is **L17 3AG**

Directions from M62: At the end of the motorway take the A5080 (merges with A5047) Edge Lane heading towards the City Centre. Continue straight ahead for about $\frac{3}{4}$ of a mile then turn left into Durning Road. Continue straight ahead for $\frac{3}{4}$ mile through Tunnel Road, and then Lodge Lane. At the end of Lodge lane turn left into Croxteth Road, then take the first right into Croxteth Drive. You are now in Sefton Park. Continue left along Croxteth Drive and you will come to the site. Enter via trader's entrance on Saturday (see attached map)

Landmarks: Solna Hotel.

Stall location: All stalls will be located in close proximity to the main stage.

Estimated audience: In excess of 25,000 people over two days (weather permitting)

Arrival time: Traders are advised to be on-site no later than 10am on Saturday Morning.

Strictly no arrivals on Friday.

Changes from last year and additional information;

- For the 2nd year running there will be **no increase** in trading fees for this years festival, however traders will be have to pay for a **power supply**. (See attached form for details and rates).
- Last year despite numerous warnings before the event some traders did not pay for or disclose their correct power supply requirements for their stall which caused the power to 'trip' meaning loss of power for other traders. Africa Oyé also had to pay refunds to traders who lost power during the event. To make sure this does not happen again Oyé will employ a **Technical Manager** who will check each trader's power supply request on their application form on the morning of the event before they can trade. If a trader has requested more power than they have paid for, or attempts to draw more power than allocated they will need to pay an **on-site surcharge** before they can trade at Oyé 2009. These fees will be more than stated in this letter, as it will be considered a last minute request for power. Africa Oyé reserved the right to deny any such request if at the festival it seems there is insufficient power available to service the priority pre-booked requests.
- Any Organisation or Individual/s wishing to trade at Oyé 2009 will have to provide their own **self contained unit, tent, gazebo, or marquee**. Traders must also provide their own tables and chairs for their stall. Plans should be included with application.

- Traders will be allocated a plot on the morning of the first day of the festival. This will be done on a first come first served basis, and will be allocated by one of the event management team – the safety officer, the events manager or the technical manager. Please wait for a member of staff to instruct you as to where your stall will be situated. **DO NOT** just set up your stall without permission as you will be asked to move it if it is in the wrong area.
- All traders will have access to **free water supply** for their stall (non-drinking) via an on-site water bowser supplied by United Utilities.
- **Please provide** a recent picture or a sketch of your stall giving details of dimensions/size so we can mark out a space for your pitch, including the exact dimensions of your stall.
- In accordance with **Liverpool City Council** guidelines, all Food concessions must be approved by the **EHO Food Safety Unit** before they can trade at Africa Oyé 2009. An officer from EHO will be present at the event to check you have all the necessary documentation to trade. Please make us aware if you are not registered with Liverpool Council Environmental Health as a good trader.
- **Food Traders** please also attach any relevant paperwork i.e. Health and Safety/Insurance etc. to your application form.
- **All Caterers please fill out the questionnaire attached.**
- **Please state clearly what goods you intend to trade in your application form, as you will be charged for any additions to your stall.** For instance you cannot state that you are selling smoothies or hot drinks (Category B) in your application, and then on the day provide hot meals (Category A) as this is not fair on the other traders who specifically sell these items and pay more to do so.
- Oyé will provide overnight security at Sefton Park for the Backstage area and the main Festival site, but any Traders wishing to camp overnight on Saturday 20th do so at their own risk. Please check www.visitliverpool.com for accommodation details in and around the Sefton Park area of Liverpool. The Solna Hotel is right opposite the site.
- All Food and Drink Traders must **clear Rubbish from their respective Stalls on a regular basis throughout the day.** Skips will be situated within walking distance from your stall, so remember to bring refuse sacks with you. If the festival has to remove your rubbish due to it being abandoned, you will be charged for this.
- There will be a number of bins, and skips scattered around the festival site at Oyé 2009.
- Africa Oyé will have a **Beer tent** (subject to license approval) for the first time at Oyé 2009. **NO Alcohol** can be sold at any of the other stalls at the festival. Any organisation found to be selling alcohol will be shut down and reported to the Police immediately.
- If you would like details of your stall on the Oyé website (Name of stall, telephone, email and web address) please supply the info on your application form.
- Please read and sign the Application form, as Oyé cannot confirm your plot until you do so.
- A new gallery featuring over 100 new photographs from Oyé 08, will be available to view from May 2009 on the re-vamped Oye website www.africaoye.com

Trading Categories

Category A;

Larger food items such as Lunches, Meals, Sandwiches/Baguettes, and BBQ's.

The cost for one day trading at Africa Oyé 09 is **£280.00**

The cost for two days trading at Africa Oyé 09 is **£500.00**

Oyé requests that all Organisations selling food also keep their prices realistic. Oyé is an event that is attended by many Families. Organisations should try to arrange a special offer for people with families where possible.

There maybe other organisations selling food that you sell at the Festival, but as per last year there are many hungry mouths to feed so everybody will make their money, although Oyé will try to ensure that there is no mass duplication of stalls.

Category B;

Smaller food items such as coffee, hot/cold drinks, smoothies, juices, and crepes.

The cost for one day trading at Oyé 09 is **£140.00**

The cost for two days trading at Oyé 09 is **£220.00**

Category C;

Retail stalls such as Arts and Crafts, Clothing, Sweets, Cakes, and any other small Items. Hair Cuts, Massage, and Healing Services are also in this category.

The cost for one day trading at Oyé 09 is **£80.00**

The cost for two days trading at Oyé 09 is **£140.00**

***Other Children's or sports activities - fees upon request.**

***Info stalls or stalls not trading goods, please contact Oyé to discuss rates.**

- **If the items you are trading are not listed in any of the categories listed, please let us know via email and Oyé will advise.**

Payment details

- Although Africa Oyé is held in June which is traditionally one of the warmer months of the year, Oyé cannot be responsible for bad weather so please bear this in mind before you make your decision to attend as there will be **NO** refunds on the day, and **NO** reduction in your fee for trading due to poor weather.
- In the last few years Oyé has been very flexible with regards to payments, but unfortunately some traders have taken advantage of this generosity by either not paying the full amount for their stall, or not paying for it at all. Also some traders have applied to attend Oyé then at the last minute they have changed their minds, by which time it is too late for Oyé to inform other traders of the vacancy. With this in mind Oyé has devised the following payment system for all traders.

1. **Please enclose a 50% (non refundable) deposit to confirm your plot with your completed application form and documentation.**
2. **Balance of your payment must be received by Oyé no later than Friday 12th of June 2009 which is also the closing date for all applications.**
3. **Just to confirm you cannot trade at Africa Oyé 2009 if you have not paid in advance of the festival.**
4. **All cheques must be made payable to Africa Oyé Ltd**

I hope I have covered everything, but please do not hesitate to contact me if you require any further information.

Contact details are as follows;

**Paul Duhaney
Project/Events Manager
Africa Oyé Ltd
Office 7
7th floor,
Gostin Building
32-36 Hanover Street,
Liverpool,
L1 4LN**

**Tel: 0151 708 6200
Mobile; 07974 159 802**

**Email 1; paul@africaoye.com
Email 2; paul.duhaney1@btinternet.com**