



TRADER INFORMATION PACK

THANK YOU FOR YOUR INTEREST IN TRADING AT AFROPARK FEST 2025!

Please read this information pack if you are a trader who is interested in trading at the AfroPark Fest August 2025.

If you require any further information about the trading opportunities available, please contact vendors@afroparkfest.co.uk

ABOUT THE FESTIVAL

AfroPark Fest UK is soon to be recognised as a landmark in the cultural calendar in the Midlands, and aims to play a key role in the cultural development! The team at AfroPark Fest have established a strong brand and growing attendance drawn from the city and beyond, through previous events in Milton Keynes.

Creating unique and memorable experiences, AfroPark Fest is specially curated to encourage attendees to see a different side to the Midlands, presenting a world-class, multi-arts programme which will include large-scale outdoor and family oriented attractions, dance, music and visual arts, as well as multiple vendors representing various cuisines and cultures.

The Festival is supported by Milton Keynes City Council, alongside partnerships across the corporate, educational, charitable and community sectors of Milton Keynes and the rest of the Midlands.

AfroPark Fest has a mission to enrich attendees' lives with opportunities to access, participate in and experience different cultures through food, fashion, live music and the arts in general, right on their doorstep!

Please have completed applications returned to vendors@afroparkfest.co.uk by Thursday, 31st July 2025



INFORMATION FOR TRADERS:

Pitch fee

The pitch fee is payable in advance to AfroPark Fest. Pitches are individually priced, based on stall type and size. If the Trader fails to comply with the conditions outlined in their contract, they will lose the right to use the allocated space and AfroPark Fest may allocate the space to another trader.

The trader will not be refunded the site fee due to any non-compliance.

Bond for damages

If your application is successful, full payment must be made by 4th August, 2025. A refundable bond of £100 per non-food trader, and £200 per food trader will be required to ensure traders leave their pitches clean and tidy and adhere to conditions of trading.

This bond is not part of the Site Fee, the bond will be returned in full provided the pitch is left clean, clear of waste and without damage no later than 28 days after the close of the Festival.

Health & Safety

You will be required to provide risk assessments and method statements in relation to food safety, fire safety, working practices, customer service and any other public health issues

Fairtrade

AfroPark Fest supports Fairtrade and its international movement, which operates across over 70 countries and is committed to improving living standards, investing in communities and businesses as well as protecting the environment. Fairtrade is a recognised Trademark and stands for fair prices for farmers and workers who struggle with low incomes and disadvantaged global trade. AfroPark Fest expects all coffee, black tea, chocolate (including hot chocolate drinks) and non-UK sugar sold on site will carry the Fairtrade Trademark.

Public Liability Insurance

All Traders must possess public liability insurance up to £5m at the event and employer's liability of £10m. Insurance must be with a reputable insurer and a copy of insurance policy must be included with the application. Please refer to the National Market Traders Federation for more information : www.nmtf.co.uk.

Electricity

Traders will have use of electricity on site at Campbell Park , which can be pre-arranged for a one off fee of £100. It is essential the Festival is fully aware of your electrical requirements **prior** to the event. **Petrol generators are NOT permitted on site.** All electrical equipment on site must have been tested and have a current PAT test certificate. Use of any unapproved electricals will result in you forfeiting your stall and losing your bond fee.

Waste Management

Traders will be responsible for keeping their pitch space clean and tidy and clear of rubbish during the Festival. Before leaving the site at the end of the festival, the Trader shall ensure that the allocated space has been tidied and cleared of any rubbish and is free from all the Traders belongings, goods and equipment. Failure to do so may lead to the Traders bond being withheld. Traders will be required to dispose of waste, water and cooking oils responsibly.

Water

Traders will have use of water for hand washing facilities on site at Campbell Park. If you require large amounts of water or constant use of water, please consider bringing a barrel, bucket of water, etc for ease.

Environmental Considerations

You will be expected to use biodegradable and sustainable serving products. In efforts to reduce the environmental impact of AfroPark Fest, the use of single use plastic will be deterred. All traders must use reusable recyclable or biodegradable containers, packaging and products.

Please find below a list of unacceptable items:

- Plastic bottles
- Plastic straws
- Plastic Cutlery
- Carrier bags
- Plastic Food containers
- Single-use sachets
- Plastic cups and lids (all drinks sold must be in cans or paper cups only).

All serveware (plates, cups, straws etc) must be home-compostable and must be made from paper, wood, cardboard or leaves. Items which 'look' plastic, say they are biodegradable or recyclable, made of PLA (polylactic acid) or cornstarch are unacceptable.

The rules around composting are very strict and using non-compliant disposables would impact on future AfroPark Fest applications.

Traders who use charcoal to cook with, must ensure it comes from a sustainable source which means all charcoal packaging must show that it is a British Product or, that if imported, the charcoal is certified by the FSC (Forest Stewardship Council). In addition, charcoal packaging must be fully compostable – plastic sacks/bags are not permitted. Traders will be inspected on site and charcoal packaging will be checked.

Any traders found not be adhering to these rules run the risk of not being offered an AfroPark Fest pitch in the future.

We ask all applicants to think about the Festival environment as much as possible. We encourage the use of sustainable, recycled and reusable materials as well as using engaging ways to interact with Festival goers rather than bringing a table full of pamphlets/leaflets or other single use materials to site.

Security

Security will be in attendance at the festival, however we recommend not leaving any cash on the stall unattended or leaving out any high value, easily portable objects. AfroPark Fest cannot be held responsible for any loss or damage to goods or equipment left unattended onsite. You are advised to take out sufficient Insurance to cover your goods and equipment for Loss, Damage, Fire and Theft, to remove goods, and to ensure your stall is properly secured.

Trading hours

All traders must be on site, setup and ready to trade by 11am for a mandatory health and safety inspection.

The trader must trade for the agreed pitch duration outlined in their contract.

Traders will have access to the site approximately 2 hours before opening (10am), and must exit the site at the latest 2 hours after the festival ends (10pm).

Vehicles

Vehicles are not permitted to park on the main festival field unless they are an integral part of the stall (for example if you trade from a bus or van).

On a pre-arranged basis, Traders will be able to use the free staff parking onsite at Campbell Park. If any vehicles are left in the staff car park or in situ, it is at your own

risk. No trading vehicles will be able to access the festival site once it is open to the public.

Deliveries to site

Delivery requests can be made for items such as marquees but please note that deliveries by, for example, other Food Services Companies will not be permitted. Please bear this in mind if you are looking to secure your product ranges with potential supplies before you know the outcome of your application.

Is there anything I am not allowed to sell?

In your application, we would ask that you give details of everything you wish to sell onsite. Successful applicants will be advised in their Offer to Trade of any products listed on their application which cannot be sold.

What if I don't need a pitch, can I just walk around the festival and sell my goods?

No. Trading unauthorised is strictly prohibited.

All traders must have a static pitch from which to trade. Pitches are only available through the application process.

Mobile/roaming traders and fly-pitchers are strictly prohibited. Anyone found to be selling products without the authorisation of AfroPark Fest will have their items confiscated and may be evicted from the festival site.

Can I fundraise on site on behalf of a charity/campaigning organisation?

Fundraising for your organisation on site is strictly prohibited **without prior permission** from AfroPark Fest.

This includes:

- Collection boxes for cash donations, taking bank details to sign people up to memberships or card donation machines.

Donations or payments that **are permitted:**

- Suggested donations in exchange for workshops or activities
- Payment or minimum donations in exchange for products and merchandise

The collection of personal data on site by charitable or campaigning organisations is also prohibited without prior permission. Please consider this when planning your activities.

How do I get approval to fundraise at AfroPark Fest?

If you are a charity, campaigning organisation, CIC, CIO, or other non-profit company, interested in fundraising at AfroPark Fest, please send an email to vendors@afroparkfest.co.uk with information about the charitable organisation ie, provide the charity number, name and brief purpose of the organisation.

Please give as much information as possible about what you do, and what you would bring to the Festival.

Please include photos if you have any available, as well as any social media pages or logos relating to the cause.

AfroPark Fest will provide a marquee for charitable organisations to set up in.

Please note that there is no electricity in this field and generators are strictly not allowed in this designated area.

If you need power to run your stall, please consider other options, for example solar.

If your application is successful, you will be allocated a short stay vehicle pass to allow you to drop equipment and stock to your stall. Your vehicle will then need to be parked in the Festival car park.

THANK YOU FOR YOUR INTEREST IN THE FESTIVAL!

IF YOU WISH TO PROCEED, PLEASE FILL IN THE APPLICATION FORM ON THE VENDOR PAGE ON AFROPARKFEST.CO.UK

PLEASE ALSO READ THE TRADER TERMS & CONDITIONS ON THE VENDOR PAGE ON AFROPARKFEST.CO.UK

We advise that you read the terms and conditions **before** you complete the application.

Please email any queries or questions to vendors@afroparkfest.co.uk

Completed application forms to be returned to vendors@afroparkfest.co.uk by Thursday 31st July 2025.