

## **DTI Vendor Information**

Thank you for expressing an interest to sell at Dreaming The Impossible (DTI). Please read the following information and terms before completing your application form.

We will be in contact with further information upon receiving your application.

Many thanks,

DTI Operations Team

### **What is DTI?**

DTI is an annual Christian youth gathering for young people aged 12-18 from churches and youth organisations everywhere. It is open to all streams, networks and denominations and is run by Vineyard Churches UK & Ireland (VCUKI).

## **Terms and Conditions for Concessions**

### **1. Definitions**

“Booking Fee” means the administrative fee charged by VCUKI to you.

“DTI” means the VCUKI youth ministry and Summer festival ‘Dreaming The Impossible’. The DTI Operations Team can be contacted by emailing [hello@dreamingtheimpossible.org](mailto:hello@dreamingtheimpossible.org) or calling 0115 988 7067.

“Event” means the DTI Summer festival.

“Pitch” means a space at the Event allocated to a Vendor to trade to the public.

“Pitch Fee” means the amount charged by VCUKI to the Vendor for the Event trading rights granted under this agreement.

“Vendor” means any company, organisation and/or person ordering trading space at the Event, their staff and volunteers

“VCUKI” means Vineyard Churches UK & Ireland a Charitable Company limited by guarantee registered in England and Wales under Company No.04839046. Charity Registration No. 1099748 whose registered address is at The Vineyard Centre, Vulcan Street, Hull, HU6 7PS.

“We”, “Our” and “Us” means VCUKI.

“Written” and “writing” as those terms are used in this agreement shall include communication sent by email.

“You” and “Your” means the Vendor making the trading space order.

## **2. Vendor Application**

Vendors who are interested in applying for a Pitch at DTI must complete the booking form by the 31<sup>st</sup> May 2023. All applications will be reviewed by the DTI Operations Team and Vendors will be informed if their application has been successful within two (2) weeks of their initial application.

## **3. Payments and Charges**

A booking deposit of two hundred pounds (£200) is to be paid by you within thirty (30) days of your Pitch application being accepted. Your Pitch will not be secured until the booking deposit is paid in full.

In addition, a Pitch Fee of ten per cent (10%) of your gross takings at the Event will be charged by VCUKI as the fee for your Pitch. You are required to submit the amount of your gross takings to VCUKI no later than seven (7) days after the Event end. VCUKI will then invoice you within thirty (30) days of receipt of your gross takings amount. Failure to submit your gross takings amount to VCUKI within the seven day period will lead to you being invoiced the amount charged to you in the previous year or one thousand pounds (£1000), whichever is higher.

All invoices are due in full within thirty (30) days of the date of the invoice being issued. If the invoice is not paid within 30 days, VCUKI reserves the right to charge interest on the invoice at the statutory rate (currently 8% plus the Bank of England base rate).

Invoices can be paid by bank transfer to Vineyard Churches UK & Ireland using the details provided on the invoice. Please use the invoice number as your payment reference.

## **4. Cancellation by Vendor**

Pitch bookings cancelled by the 31<sup>st</sup> May 2023 will be entitled to a partial refund (50%) of the booking deposit.

Pitch bookings cancelled after the 31<sup>st</sup> May 2023 are not eligible for a refund of the booking deposit.

## **5. Event Cancellation**

VCUKI may, in its own discretion, cancel or postpone the DTI Event at any time.

If the Event is postponed you will be offered the opportunity to reserve your Pitch booking for the rearranged dates for the Pitch Fee already paid, no other charges will be due. If you are unable to attend the new Event dates then we will issue you with a full refund.

If the Event is cancelled you will be issued with a full refund of your booking deposit.

## **6. On-site**

The DTI Operations Team and their designated representatives are solely responsible for the allocation of Pitch sites.

You are responsible for the delivery, erection, staffing, dismantling and removal of your trading unit/stall and any materials associated with it.

The safety of the Pitch area is the responsibility of the Vendor.

Access to the site for food vendors is from 9am (09:00 Hrs) on Friday 28<sup>th</sup> July before the festival opens, unless previously agreed otherwise. All Vendors must be fully set up by 12:00 noon on Saturday 29<sup>th</sup> July.

This is so your premises are ready and available for inspection by the appointed representatives of VCUKI/DTI Operations Team and the appointed offices of the local authority, fire and police services (if required).

Access to the site for vendors based in the exhibition area is from 9am (09:00 Hrs) on Saturday 29<sup>th</sup> July, unless previously agreed otherwise. All Vendors must be fully set up by 6pm (18.00 Hrs) on Saturday 29<sup>th</sup> July. This is so your stand is ready and available for inspection by the appointed representatives of VCUKI/DTI Operations Team and the appointed offices of the local authority, fire and police services (if required).

Please include your proposed arrival/departure dates/times. Whilst we will make every effort to accommodate your timings VCUKI and the DTI Operations Team reserve the right to restrict entry and exit and vehicle movements in line with festival regulations.

We will allow one vehicle per food vendor to be parked next to your trailer where this is for the purposes of storage or refrigeration. A site pass will be issued for this purpose. Vehicle access will be permitted in accordance with terms of clause 7 in this agreement.

Vendors located in the exhibition area will not be able to park on site and must move their vehicle to the main car park after unloading.

Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to VCUKI, DTI or their designated representatives; You shall pay for any damage, including accidental damage caused.

You shall ensure that your designated Pitch has been left tidy and in good order and that the DTI Operations Team or their designated representatives have deemed it so. Any cost for cleaning your site will be charged to you.

No units/stalls are to be dismantled or packed away until 23:30 on Wednesday 2<sup>nd</sup> August unless previously agreed otherwise.

Vendors and their units/stalls must be offsite before 12:00 noon on Thursday 3<sup>rd</sup> August.

## **7. Vehicle Access to the event**

Vendors will be able to drive on-site until 11:30am (11:30 Hrs) on Saturday 29<sup>th</sup> July. After 11:30am (11:30 Hrs) on the Saturday 29<sup>th</sup> July, any additional, unauthorised vehicles are to be moved to the car park across the road.

DTI aims to limit vehicle movement around site for delegate safety and ask that vehicles are only moved where necessary. DTI operates a 10 mph speed limit across the site.

## **8. Trading Hours**

Hours of trading for food vendors on site are as follows (stands must be open within these times):

### **Saturday**

12:00-19:00  
21:00-23:30

### **Sunday-Wednesday**

08:00-11:00 \*  
13:00-19:00  
21:00-23:30

\*For vendors selling non-breakfast items, we do not expect you to open in these times.

Vendors based in the exhibition area must have their stand open at the following times:

**Saturday**

21:00-23:30

**Sunday-Wednesday**

13:00-17:00

21:00-23:30

**9. Accommodation**

Vendors will be responsible for providing accommodation for staff whilst at the Event. We offer free camping spaces to all Vendors and their staff whilst on-site in a designated area. Vendors can stay offsite if they would prefer.

We accept no liability for items lost or stolen whilst camping on the event site.

**10. Site Passes**

The number of passes available for your team will be agreed in advance and shown on your application/confirmation sheet.

We will provide each Vendor and their staff with wristbands that will act as site passes throughout the Event.

We ask that wristbands are always worn on site. Wristbands will need to be shown to the Site Stewards at the gates to enable access and exit of the site.

DTI request that vendors submit staff names and a contact number to DTI before arrival on site. These details will be stored securely and will only be used in case of an emergency.

**11. Accessibility**

DTI aims to be as accessible as possible to all Event attendees. Where possible, please make sure your unit/stall is accessible for people with additional needs such as wheelchair users and people with impaired sight and hearing.

**12.Product Sales**

You agree to only sell approved items as listed on your application form. These must be agreed with DTI prior to the event.

You are obliged not to supply for purchase or gift, prohibited items including drugs, alcohol, herbal highs (including Nitrous Oxide), tobacco products, tin foil barbeques, kites, or any form of flammable equipment.

We reserve the right to ask anyone in breach of these terms to leave the site immediately and any fees already paid will be forfeited.

### **13. Environment and Sustainability**

DTI aims to minimise its environmental impact. DTI ask that where possible, only biodegradable paper, card, corn-starch and wooden disposables plates, cups and cutlery are used for the serving of food and drink at the Event. This is to reduce the amount of waste produced and maximise recycling/ composting potential of the Event.

### **14. Health and Safety/Certification documents**

It is the responsibility of the Vendor to ensure that all their health and safety and food safety certification and documentation is current and up to date.

We will ask to see the required documents ahead of you arriving on-site. These include:

- Proof of public liability insurance
- Proof of employer's liability insurance
- Copies of food hygiene certificates (for vendors selling food & drink items)
- Proof of your most recent food hygiene rating (for vendors selling food & drink items)
- A copy of your risk assessment

The safety of your unit/stall, your staff and volunteers and members of the public visiting your unit is your responsibility.

Failure to supply any of the above documents may result in the termination of your booking.

Vendors must:

Ensure that all working practices comply with the regulations as outlined in the Management of Health and Safety at Work Regulations 1999.

Ensure that all working practices comply within the regulations as outlined in the Manual Handling Operations Regulations 1992;

Ensure that all working practices comply with the regulations as outlined in the Personal Protective Equipment at Work Regulations 1992;

Ensure that all working practices comply with the regulations as outlined in the Provision and Use of Work Equipment Regulations 1992;

Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995;

Ensure that all working practices comply with Food Safety (Temperature Control) Regulations 1995;

Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1992, The Health and Safety at Work Act 1974, Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972;

### **15. Security & Insurance**

You agree that VCUKI or any of their designated representatives are not responsible or hold any liability for any financial losses, or for any loss or damage of your equipment goods or personal belongings, or personal injury of representatives working for or connected to you or for any members of the public attending this festival or event which are directly or indirectly incurred by you whatsoever.

The pitch is located in an open area with public access throughout the day. VCUKI, the DTI Operations Team or any subsidiaries and staff, do not accept any responsibility for the security of your unit/stall, equipment, or stock.

You are obliged to take out insurance to cover any hazard or loss, which may occur at the festival. This must include public liability insurance for no less than £3,000,000 per claim.

If you are employing staff to run your unit/stall, you must also hold employer's liability insurance.

A copy of these insurance certificates must be submitted thirty (30) days before the event to [hello@dreamingtheimpossible.org](mailto:hello@dreamingtheimpossible.org) and a copy must be available on site. Failure to supply this documentation on demand will result in the termination of your Pitch booking.

## **16. Advertising and Intellectual Property**

All articles, goods, advertisements, signs and any other materials displayed must comply with the law and be free from offensive or defamatory images, words or statements. Furthermore, all images, words or statements need to be appropriate for a Christian faith youth gathering.

The use of the name or logo of VCUKI and/or DTI or any other combination of the event/organisation name and/or brand/logo is prohibited on any merchandise and marketing material.

## **17. Restrictions**

The Vendor must ensure that any sound coming from their unit/stall is kept to a volume that does not cause any annoyance to other vendors, venues, exhibitors, or delegates. In case of any dispute, the decision of the DTI Operations Team is final. If a Vendor is deemed by the DTI Operations Team to be causing a nuisance, they may be asked to close their unit/stall and leave the site immediately.

You may not sub-contract your unit/stall or any part of your unit/stall.

You may not sub-let your Pitch or any part of your Pitch.

DTI has a strict no alcohol or drugs on-site policy. Please ensure that your staff are aware of this policy. Any non-compliance with this policy will result in the staff members being escorted off-site.

No animals other than assistance animals are allowed on site.

**For event details or to apply, go to <https://dreamingtheimpossible.org/>**

**For further information please contact or for general enquiries please contact:**

**Tel: 0115 9887067**

[hello@dreamingtheimpossible.org](mailto:hello@dreamingtheimpossible.org)