

Cardigan River & Food Festival, Saturday August 17th 2019

FOOD MARKET Exhibitor Application Form

Suitable for exhibitors selling food or drink for consumption off site eg. cheese, fresh meats, bottled wine & spirits. No cooking allowed in this area

When completed post or email to:

MENTER ABERTEIFI
Guildhall, Cardigan
Ceredigion, SA43 1JL
01239 615554
festival@menter-aberteifi.com

The **deadline** for receipt of your application (and supporting documents) is **1 July 2019**. Bookings can only be confirmed when all documents & payment have been received. By submitting this form you are agreeing to the *Terms & Conditions for Exhibitors*.

EXHIBITOR DETAILS Contact Name: _____
Company / Trading Name: _____
Postal Address: _____
Post Code: _____
Email address: _____ Website: _____
Telephone : _____ Mobile: _____

EXHIBITOR INFORMATION Please provide a brief description of your product/service

Have you won any **AWARDS**? Please give details.

FOOD HYGIENE RATING SCHEME score (please circle) **1** **2** **3** **4** **5**

Local Authority registration is with _____ Date of last inspection _____

DETAILS OF ELECTRICITY REQUIREMENTS

An electrical supply consists of one x 13 Amp 240 volt standard domestic socket. Enter how many sockets required in the section below

- I do not require electricity
 I will bring my own generator (nb ONLY silent diesel generators permitted)
 I would like an electricity supply provided

My electrical requirements will be (list all items on your stall, their wattage and Total Wattage required)

FOOD MARKET sub-total

STALL @ £80 no. required

CUSTOM PITCH
@ £35 per metre frontage m required

ELECTRICITY SUPPLY
@ £25 per socket up to 2kw no. required
@ £50 per socket up to 4kw no required

ALCOHOL SURCHARGE
@ £26 yes / no

TOTAL £

PAYMENT INSTRUCTIONS

Cheques made payable to **Menter Aberteifi Cyf**
Or
BACS to
Barclays Bank
Menter Aberteifi Cyf
a/c no 70019119 sort code 20 18 41
Ref should be **R&F (your company name)**

Documentation that must accompany this form:

- Public & Product Liability Insurance Certificate
 PAT test certificate for all relevant equipment
 Gas test certificate for all relevant equipment
 Alcohol Traders Agreement (if applicable)

I confirm I have read & accept the Terms & Conditions of **Cardigan River & Food Festival**

Signed.....Date.....

Cardigan River & Food Festival – Terms & Conditions

FOOD COURT – Area for selling food or drink for consumption ON the Festival site.

FOOD MARKET - Area for selling food or drink for consumption mainly OFF the Festival site.

STALLS – Stalls are (at least) 2.5m wide x 1.8 m deep. Supplied with a canopy and table of at least 1.8m wide and 0.6m deep.

CUSTOM PITCH – charged on running metre frontage. Remember to include the entire display, including tables, access and stock. If a vehicle or trailer is involved the overall measurement must include tow bars, doors etc. The maximum depth is 3m.

CANCELLATIONS – Any exhibitor who cancels a booking or, for whatever reason, fails to attend shall forfeit all fees paid and the festival office shall reserve the right to re-let such sites. No refunds will be given due to bad weather. No refunds will be made if the festival cannot take place for any reason beyond the control of the organisers.

PARKING FOR EXHIBITORS – All vehicles must be off site by 9.30am and will not be able to return to the site until after 5pm. Marshals will give directions to appropriate parking. Exhibitors can use the Park & Ride service which operates between 8am and 6.30pm.

SETTING UP & DISMANTLING OF EXHIBITS – Exhibitors are advised that set-up time will be from 7.00am – 9.30am. Please make sure your exhibit does not extend beyond the area you have booked. Exhibits can be dismantle after 5.00pm. All Exhibitors should remain on site during the opening hours of 10am-5pm.

SECURITY, LICENSING & PUBLIC LIABILITY ETC –

Exhibitors enter at their own risk.

All Exhibitors should ensure that they are adequately insured on the day of the Festival for Public, Product & Employees Liability and should send a copy of the relevant document with their application.

Exhibitors must ensure they have the necessary licence(s) to legally conduct their business on the day. For Alcohol sellers the Festival will have its own Premises Licence from the local authority. Therefore you only need pay an alcohol surcharge with your application. All stallholders selling alcohol must sign and return the Alcohol Traders' Agreement. All alcohol sellers must display Challenge 21 posters and we can supply these. We prefer and strongly recommend that stalls selling alcohol are overseen by a personal licence holder.

You may require other licences/permits. These are your responsibility.

Copies of all applicable licences/permits must be made available to the organizers with your application form.

HEALTH & SAFETY

All Exhibitors have a responsibility to ensure the health, safety & welfare of themselves & others. The organisers shall not be held responsible by any Exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of potential risks associated with their activities. Non food exhibitors must supply this with their form.

The organisers shall not be held responsible for loss or damage of stock or equipment, howsoever caused, during the Festival.

Fire Safety equipment. Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire fighting equipment including fire blankets.

ENVIRONMENTAL HEALTH & TRADING STANDARDS

All Food and drink exhibitors must be registered with **the Food Standards Agency rating scheme**. The organisers will check the information given on the application form. All those handling food must have undergone at least **level 2 Food Hygiene training**.

Exhibitors are expected to comply with relevant legislation in respect of Trading Standards, Environmental Health and Health & Safety. Stalls may be inspected and those deemed not to comply with relevant regulations will be shut down.

Further information on food regulations, environmental health and health & safety is available from Ceredigion County Council.

WASTE DISPOSAL & RECYCLING

Exhibitors are expected to keep their surrounding area as clean as possible. Facilities for waste disposal & recycling will be available on site. However, exhibitors are responsible for the disposal of any foul water, and we recommend you take it away with you in a sealed container and empty into a suitable foul drainage system. Where appropriate, adequate precautions should be taken to prevent oil/fluid spillage by the use of trays under vehicles.

We recommend that all food containers, packaging, plates and cutlery etc should be constructed of biodegradable materials such as paper or wood. Drink containers should be recyclable and we prefer recyclable plastic to biodegradable plastic. We strongly recommend that non-recyclables are not used.

WATER

There is NO mains water supply on site. Please be sure to bring with you all the water you will need during the day, including for cleaning.

ELECTRICITY

An Electrical Supply consists of one x 13 Amp 240 volt standard domestic socket and should be noted on your application. Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.

EQUIPMENT

Exhibitors may bring their own generators onto site providing that they are silent diesel generators and that exhibitors bring suitable fire fighting equipment.

All electrical equipment must be certified and have current PAT test certificate. This must be available for inspection by our electrician at the Festival. Please note that non PAT tested equipment cannot be used under any circumstances. All gas equipment must be covered by a current gas certificate issued by a registered gas engineer. Forward copies of you PAT and/or gas certificates with your application.

AN APPLICATION DOES NOT GUARANTEE A SPACE AT THE FESTIVAL. THIS MAY BE FOR MANY REASONS (EG TOO MANY SIMILAR STALLS OR INAPPROPRIATE TO THE FESTIVAL). THE FESTIVAL OFFICE WILL HAVE THE FINAL DECISION IN ALL CASES. A REFUND WILL BE MADE FOR UNSUCCESSFUL APPLICATIONS. ALL PAYMENTS FOR SPACES MUST BE PRE-PAID. NO PAYMENTS OR ADMITTANCE WILL BE ACCEPTED ON THE DAY.

Where possible the festival office will separate similar products offered for sale but reserves the right to give the public variety and choice. The festival office will make reasonable efforts to satisfy requests to reserve a specific position but for operational reasons this cannot be guaranteed.