

# Cardigan River and Food Festival 2012

## Food Court Exhibitor Application Form

Suitable for exhibitors selling food or drink for consumption on site e.g. hot take away food, ice cream, tea and coffee and alcoholic drinks. Located next to a covered seating zone for visitors to relax and enjoy their food and drink purchases. (Please see site plan for more information).

The deadline for receipt of your application form (together with your documents) is **1 July 2012**. However, we are offering an early bird discount of £10 per booking, to those applications received by **1 April 2012**.

By submitting this form you are agreeing to the Terms and Conditions for Exhibitors.

### Exhibitor Details

Contact Name:

Company / Trading Name:

Postal address:

Post Code:

Email address:  Website:

Telephone:  Mobile:

Exhibitor information—Please provide a description in no more than 30 words of your exhibit, for us to use in our festival printed programme and on the website.

**Exhibitor type** (Please select which category your product best fits into):

- |   |  |
|---|--|
| <input type="checkbox"/> Alcoholic Drinks       | <input type="checkbox"/> Non-alcoholic Drinks        |
| <input type="checkbox"/> Arts & Crafts          | <input type="checkbox"/> Olives & Oils               |
| <input type="checkbox"/> Bakery & Confectionary | <input type="checkbox"/> Preserves, Pickles & Sauces |
| <input type="checkbox"/> Dairy & Eggs           | <input type="checkbox"/> Puddings & Desserts         |
| <input type="checkbox"/> Fish & Seafood         | <input type="checkbox"/> Ready Meals & Fast Food     |
| <input type="checkbox"/> Fruit & Vegetables     | <input type="checkbox"/> Seeds, Nuts & Dried Fruits  |
| <input type="checkbox"/> Herbs & Spices         | <input type="checkbox"/> Vegetarian Foods            |
| <input type="checkbox"/> Meat, Game & Poultry   | <input type="checkbox"/> Other (please specify)      |

Are you a Wales the True Taste winner? If 'Yes' please give details  Yes  No

Have you won any other awards? Please give details  Yes  No

Will you be cooking on your stall?  Yes  No

If 'Yes', what fuel will you use?

Please contact me about sponsorship opportunities  Yes  No

I am willing to donate ingredients for the cookery demonstrations  Yes  No

I am willing to accept vouchers from volunteers for payment of goods  Yes  No

### DETAILS OF ELECTRICITY USAGE

(Please note: only silent diesel generators are permitted on site)

- I do not require electricity OR  
 I would like an electrical supply to be provided for me:  
My electrical requirements will be (remember to include fridges, weighing scales and tills):

Electrical appliance	Wattage
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total Wattage Required</b>	<input type="text"/>

An electrical supply consists of one x 13 Amp 240 volt standard domestic socket. Please enter how many sockets you require in the section opposite:

1. Enter how much a stall or custom pitch will cost for the days you wish to attend.
2. Enter the cost of any electricity you will require.
3. Enter the cost of the alcohol surcharge.
4. Add the above amounts to gauge the total sum to enter on your cheque.

Cheques should be made payable to 'Cardigan River & Food Festival'.

### Food Court

Stall	no. required	Total
<input type="checkbox"/> Sat Only £75	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sat & Sun £110	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sun only £50	<input type="text"/>	<input type="text"/>
Custom pitch	width required	
<input type="checkbox"/> £28 per m (sat only)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £40 per m (sat & sun)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £20 per m (sun only)	<input type="text"/>	<input type="text"/>
Electricity supply	no. required	
<input type="checkbox"/> £20 per socket (sat only)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £30 per socket (sat & sun)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £15 per socket (sun only)	<input type="text"/>	<input type="text"/>
Alcohol surcharge		
<input type="checkbox"/> £25 (sat only)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £25 (sat & sun)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> £25 (sun only)	<input type="text"/>	<input type="text"/>
A signed alcohol traders agreement form must be returned with your application.		
<b>Total</b>		<input type="text"/>

We are hoping to hold an additional small music event on Saturday evening. Please contact the office on **01239 613311** if you would be interested in catering / bar opportunities at this event.

If you have any other requirements, please let us know on a separate, attached, sheet and we will endeavour to accommodate your request.

Signed  Date

and confirm I have read and accept the Terms & Conditions of Cardigan River & Food Festival 2012.

### EXHIBITOR CHECK LIST (Please supply a copy of the following documents)

- Cheque for full stall / pitch fee plus any electricity or alcohol surcharge
- Copy of current Public and Product Liability Insurance Certificate
- Risk Assessment documentation
- Food Safety Management Plan
- PAT Test certificate(s)
- Gas certificate(s)

Please ensure you have attached ALL requested documents before returning your paperwork. Completed forms and supporting documentation should be sent to:

**Cardigan River and Food Festival**  
**The Guildhall,**  
**Aberteifi,**  
**Ceredigion SA43 1JL**

**01239 613311**  
**festivals@fecb.co.uk**

# Cardigan River and Food Festival - Terms and Conditions

## Food Court

Exhibitors selling food or drink for consumption on the festival site should be located within the Food Court, such as hot take away food, ice cream, tea and coffee and alcoholic drinks. A covered seating area is located nearby to allow customers a comfortable place to eat and enjoy their food and drink.

## Food Market

Exhibitors selling food or drink for consumption mainly off the festival site should be located within the Food Market, such as cheese, fresh meats, preserves and bottled wines and spirits.

## Stalls / Pitches

A stall is 2.5 m wide x 1.8 m deep supplied with a canopy and a table of 1.8 m wide x 0.6 m deep.

## A Custom Pitch

Any requirement for a custom pitch width will be charged on running metre frontage basis. If this involves a vehicle or trailer then the overall dimension (including draw-bar, rear or side doors open, etc) must be indicated. The depth of such a pitch will be a maximum of 3 m. Please note when booking your stall or pitch that this is for the entire display, including tables and access. Please allow space for personal possessions and stock.

## Cancellations

Any exhibitor who cancels a booking, 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 or ground conditions. No refunds will be made if the festival cannot take place for any reason beyond the control of the organisers.

## Setting Up & Dismantling of Exhibits

Exhibitors are advised that the set-up time will be from 7.00 am–10.30 am. Please make sure your exhibit does not extend beyond the area you have booked. Exhibits can be dismantled after 5.00 pm. on the Saturday and 3.00 pm on the Sunday. All exhibitors should remain on site during opening hours.

## Parking for Exhibitors

All vehicles must be off site by 10.30 am and will not be able to return to the site until after 5.00 pm. on the Saturday and 3.00 pm on the Sunday. Marshals will give directions to appropriate parking and a park and ride service will be in operation where you will be able to park your vehicle.

If a vehicle, ancillary to the stall, needs to be parked on site, please contact the festival office, for advice. It will incur an extra cost. There might also be a limited amount of parking on the festival site during its opening hours. However, this is restricted and must be booked and paid for in advance.

## Security, Licensing & Public Liability Etc.

All exhibitors enter at their own risk.

All exhibitors should ensure that they are adequately insured on the date of the festival for Public, Product and Employees Liability and should send a copy of the relevant document with their application form.

All exhibitors must ensure that 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. We require all stallholders selling alcohol to sign our Alcohol Traders' Agreement and we will not provide our authorisation for an exhibitor to sell alcohol unless the agreement is signed. We require all alcohol sellers to display Challenge 21 posters and will supply them to stallholders on the day. In addition, 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 organisers with your application form.

## Health and Safety

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organiser 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 the potential risks associated with their activities. Please supply a copy of this with your application 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

Food producers should ensure that they are registered with their local authority prior to the Festival. Those producers within the county of Ceredigion may contact Ceredigion County Council on 01545 572105. Food producers outside of Ceredigion should contact their own local authority direct.

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

Food producers should ensure that they have an adequate food safety management system, ensuring that the food they prepare and sell is safe to eat. Please forward copies of your food safety management plan along with your application form.

Further information on food regulations, environmental health and health and safety is available from the Ceredigion County Council website [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) Drinking and cooking water is the responsibility of the exhibitor and we recommend that you bring your own source of potable water with you.

## Waste disposal

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

## Electricity

An Electrical Supply consists of one x 13 Amp 240 volt standard domestic socket and should be paid for on your application form.

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 a current PAT certificate. This certificate must be made 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. Please forward copies of your PAT and / or gas certificate(s) with your application form.

Vouchers are supplied to volunteer workers for refreshments. They are redeemable at face value at the festival office at the end of the day. They are to be treated as "cash" and change will be given where the value of the purchase is below the face value of the voucher.

## Disposables

We recommend that all food containers, packaging, plates and cutlery etc. should be constructed of biodegradable materials such as paper and wood. Drinks containers should be recyclable and we prefer recyclable plastic to biodegradable plastic. If biodegradable drink containers are used, they should be clearly marked. We strongly recommend that polystyrene and other non-recyclables are not used.

An application does not guarantee a space at the Festival. This may be for many reasons (e.g. too many similar stalls or inappropriate to the Festival). The festival office will have the final decision in all cases. Cheques will not be banked until a final decision has been made. 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.

Applications from non-food retailers are also encouraged.