

# ABINGDON FOOD & DRINK FESTIVAL TERMS AND CONDITIONS

## **STALLHOLDER APPLICATIONS**

The event organisers will consider all applications for bookings and their decision is final. Stallholders who are offered a place will be expected to complete the booking process (by making payment and returning the appropriate documentation) within 14 days. Failure to complete within 14 days will result in the place being forfeit.

Stallholders must have valid public liability insurance cover for the event and provide details of their insurance to the event organisers before the event. Stallholders should also bring copies of relevant documentation with them to the event, in case of inspection. Relevant documentation could include food safety training certificates, PAT testing certificates, gas safety certificates.

The event organisers aim to provide a diverse range of stalls at the Festival. There may be several stalls of the same type, but the event organisers will impose quotas to ensure that there are not too many and will lay out the site to minimise competition between such stalls.

## **DESCRIPTION OF GOODS**

The application form must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. All goods sold at the Festival must conform to current trading standards and other legislation. The use of radio microphones, amplification devices and music devices are strictly prohibited unless written permission is given.

## **CANCELLATION**

Stallholders who have paid for a stall and subsequently cancel will be charged a 20% administration fee. This fee will rise to 50% if the cancellation occurs within 4 weeks of the event.

## **SITE FACILITIES**

The site is a field with limited facilities. Stallholders are expected to bring their own equipment, gazebo, tables, chairs, etc. as required.

A picnic area with tables and seating is provided by the event organisers.

Drinking water is available from a standpipe on site, though some distance from the Festival area. Stallholders must provide their own containers for transporting water.

Hot water is not available. Stallholders preparing food may need to bring their own warm water hand washing stations.

Temporary toilet facilities are provided by the event organisers.

First Aid support will be provided by the British Red Cross or similar organisation.

## **SITE SETUP**

The event organisers will allocate stallholder space at the Festival. We regret that stallholders are not able to specify the exact location of their stall. The event organisers reserve the right to change the site plan at their discretion.

The event organisers will send out arrival instructions, including pitch location, by email shortly before the event. Stallholders are expected to arrive promptly at their designated time to allow for the site to be set up quickly and safely. Gates will be opened from 07:00 with stallholders operating from trailers and vans being allowed on site first. All stallholders' vehicles must be parked in the designated parking area by 09:45 and remain there until the festival closes.

## **HEALTH & SAFETY**

All exhibitors must have public liability insurance. At all times, whilst on the site, you will ensure that your stall and surrounding area, equipment and all or any other property is in a condition that is safe for all person who may reasonably and foreseeably come into contact with it or be affected by it. The event organisers and the Environmental Health Officer reserve the right of inspection, before, during and after the Festival.

## **FIRE SAFETY**

Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The event organisers reserve the right of inspection.

## **ELECTRICAL SAFETY**

All electrical equipment must be certified and have a current PAT certificate. Non-PAT-tested equipment cannot be used under any circumstances. The event organisers reserve the right of inspection.

## **GAS SAFETY**

Stallholders using gas cylinders must comply with Gas Safety (Installation and Use) Regulations 1998.

## **FOOD SAFETY**

Stallholders who serve food must comply with food hygiene regulations, namely Regulation (EC) No. 852/2004 and the Food Hygiene (England) Regulations 2006.

Where applicable, stallholders should have a food hygiene rating of 4 or 5, and hold up to date, level 2 food hygiene certificates for all members of their staff preparing food at the Festival.

The event organisers have an excellent working relationship with the local Food Safety Team. The team have attended the festival in the past and have carried out inspections.

## **GENERATORS**

Stallholders are not permitted to use their own generators. Electric outlets are available from the Festival generators, but these must be booked in advance on the stallholder application form.

## **LITTER**

The event organisers request that litter and waste be disposed of thoughtfully. Adequate facilities will be provided on the site to accommodate this.