



ABINGDON FOOD AND DRINK FESTIVAL

Saturday 22rd June 2019

Application Form – Charity/Non-food Stall

YOUR INFORMATION	
BUSINESS NAME	
CONTACT NAME	
CONTACT ADDRESS	
CONTACT TELEPHONE	
CONTACT E-MAIL	
BUSINESS WEB SITE	
BUSINESS FACEBOOK	
BUSINESS TWITTER	
HOW DID YOU HEAR ABOUT THIS EVENT?	
WHAT DO YOU INTEND TO SELL? <i>Attach supporting documentation if required. You will only be allowed to sell what is listed here. Any changes must be agreed by the organisers in writing before the event.</i>	

EVENT REQUIREMENTS			
PITCH	QUANTITY	COST	£
Single pitch 3m x 3m		£90	
Double pitch 6m x 3m		£160	
Triple pitch 9m x 3m		£230	
ELECTRICITY			
Electricity, single 13 Amp socket		£35	
Electricity, single 16 Amp socket		£45	
Electricity, single 32 Amp socket		£70	
ADVERT			
Programme advert, 1/4 page, colour		£40	
Programme advert, 1/2 page, colour		£70	
Programme advert, full page, colour		£130	
TOTAL AMOUNT PAYABLE			

POWER AND FUEL

Stallholders are not permitted to use their own generator. If you need power, please indicate your requirements in the 'EVENT REQUIREMENTS' section on the previous page

Will you be using LPG gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, enter quantity and capacity of gas cylinders (e.g. 1 x 13kg):	

MOBILE UNITS / TRAILERS

Is your stall a mobile unit / trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, state exact size including tow bar:	

DOCUMENTATION

Documentation must be made available for inspection on the day of the Festival

Public Liability Insurance	<i>Please attach copy</i>
Portable Appliance Testing certificates	<i>Please attach copy</i>
Gas Safety Certificates	<i>Please attach copy</i>
Food and drink stalls must be registered with their local authority. Please supply the following:	
Name of Local Authority	
Food Hygiene Rating (must be 4 or 5)	
Food Hygiene Rating certificate/documentation	<i>Please attach copy or give link to entry in http://ratings.food.gov.uk</i>
Food safety training certificates	<i>Please attach copy</i>

I HAVE READ AND AGREE TO THE FESTIVAL TERMS AND CONDITIONS

Signed:		Date:	
Name:		Position:	

**Return this form to stalls@abingdonfoodfestival.org.uk or by post to:
F&DF 2019, Wayside, High Street, Hinton Waldrist, Faringdon SN7 8RN**

**** DO NOT SEND PAYMENT AT THIS STAGE **
** SUCCESSFUL APPLICANTS WILL RECEIVE PAYMENT INSTRUCTIONS ****

ABINGDON FOOD & DRINK FESTIVAL TERMS AND CONDITIONS

By purchasing a pitch at the Abingdon Food & Drink Festival, it is understood that you agree to the Festival Organiser's rules and conditions as laid out here.

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.

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.

INSURANCE

Abingdon Food & Drink Festival holds insurance in respect of its own activities. All stallholders must hold their own Public Liability Insurance. You must supply a copy of your Insurance Certificate covering you for the date of the Festival along with your application form. If your insurance runs out before the event, you must send us a copy of the new certificate once you have renewed.

HEALTH & SAFETY

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.

FOOD SAFETY

All stallholders handling food must have an acceptable Food Hygiene rating and must comply with food hygiene regulations, namely Regulation (EC) No. 852/2004 and the Food Hygiene (England) Regulations 2006.

Abingdon Food & Drink Festival seeks traders that 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. You will be required to submit a copy of your Food Hygiene Certificate with your application form.

All stallholders handling any open foods must provide adequate hand wash facilities (a flask of hot water, bowl, soap and hand towels is a minimum requirement) and adequate facilities for cleaning/disinfection of equipment.

FIRE SAFETY

Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. All fire extinguishers must have been serviced within the last year with proof of this available for inspection by our Health and Safety officer at the event.

ELECTRICAL SAFETY

All electrical equipment must be certified and have a current PAT certificate. Non-PAT-tested equipment cannot be used under any circumstances.

Please ensure when ordering your power that you order what you require. You must not overload the electrical supply.

GAS SAFETY

Stallholders using gas cylinders must comply with Gas Safety (Installation and Use) Regulations 1998. All gas equipment must be covered by an up-to-date gas certificate issued by a registered gas engineer.

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.

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.

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.

Temporary toilet facilities are provided by the event organisers.

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

LITTER

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

You must leave your pitch clear before you leave. If you do not dispose of your rubbish using the facilities provided, or take it away with you, we reserve the right to charge you a clean-up fee of £50. Your applications for future years may also be affected.

GENERAL

In the event of the stallholder failing to comply with any of the above terms and conditions or any other terms and conditions imposed by the organisers, the organisers shall have the right to refuse entry to the Festival or to require the stallholder to leave the Festival. In such circumstances, the organisers shall not be liable to the stallholder for any losses or expenses of any nature incurred by the stallholder as a result of being unable to trade.