



SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

EXHIBITOR BOOKING FORM

1. YOUR DETAILS:

BUSINESS NAME	
ADDRESS	
POST CODE	
CONTACT NAME	
TELEPHONE	
MOBILE	
EMAIL	
WEBSITE	
Do you wish this information to be made public on the exhibitor listing section on the festival website? YES NO	

2. YOUR PRODUCT:- PLEASE TICK THE APPROPRIATE BOX

IS YOUR PRODUCT MADE BY: YOU? A MEMBER OF YOUR FAMILY / COMPANY A THIRD PARTY

Please give a full description of all stock you will be displaying, your booking will be taken on the basis of what you write here and you may not be able to display anything not listed:

--

Is your product subject to a Food Hygiene Rating? Yes No

If yes, what is your rating? And the name of your local authority?

--





SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

EXHIBITOR BOOKING FORM

3. ALLOCATED SPACE:- Allocated space for each vendor pitch is a maximum of 3m x 3m. All prices are exclusive of VAT.

ITEM	COST FOR TWO DAYS	QTY REQ	TOTAL
3m x 3m Exhibitor Space (under our marquee) TWO DAYS LOWER FIELD POSITION	£295 ex vat		
3m x 3m Exhibitor Space (under our marquee) TWO DAYS BANDSTAND FIELD POSITION	£250 ex vat		
3m x 3m Exhibitor Space (under our marquee) TWO DAYS KIDS ZONE POSITION	£195 ex vat		
3m x 3m Exhibitor Space (under our marquee) TWO DAYS CRAFT ZONE POSITION	£195 ex vat		
FREESTANDING Exhibitor (on the slope) TWO DAYS	£250 ex vat		
FREESTANDING Exhibitor (any area, placed on the day) TWO DAYS	£250 ex vat		
Additional Space (£80 per extra metre)	£80 per metre		
13 Amp Socket (1 socket = 13 AMP)	£60 per 13 amp socket		
16 Amp Socket (1 socket = 16 AMP)	£85 per 16 amp socket		
32 Amp Socket (1 socket = 32 AMP)	£150 per 32 amp socket		
Table, 6ft Trestle, No Cloth	£7 ex vat per table		
Chair	£5 ex vat per chair		
Exhibitor Wristbands – all exhibitors are given an allocation of 3 wristbands per day, additional wristbands are available at a cost of £3 per wristband, per day.	£3 per additional wristband, per day		
Weekend Car Parking Pass	£10 ex vat per vehicle		
		TOTAL	
		PLUS VAT @ 20%	
		TOTAL PAYABLE	

4. YOUR FURTHER REQUIREMENTS: Please list ALL electrical items to be used here and wattage required if you know it. NB It is important that we know the wattage required so that circuits do not become overloaded. PLEASE LET US KNOW IF YOU INTEND TO USE GAS ON YOUR PITCH.





SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

EXHIBITOR BOOKING FORM

5. WEBSITE AND PROMOTION:- All exhibitors will be listed in the exhibitor directory on the festival website, please use this space to write a few words that best describe your company, that we can use on the website.



We also offer a full PR and marketing support package, so please ask us for more details!
Sponsorship packages are also available starting from £500, so give your business a boost and get involved!

6. PAYMENT:- PLEASE WAIT UNTIL YOU HAVE RECEIVED CONFIRMATION OF YOUR SPACE BEFORE PAYMENT IS MADE, A £50 nonrefundable is required to secure your booking.

I wish to pay by BACS transfer - PLEASE WAIT UNTIL YOU HAVE RECEIVED CONFIRMATION OF YOUR SPACE BEFORE PAYMENT IS MADE. Please use your business name or invoice number as your reference.

SORT CODE: 09-01-29 ACCOUNT NUMBER: 24328636 PAYEE: SHREWSBURY FOOD FESTIVAL LTD

I enclose cheque(s) made payable to 'Shrewsbury Food Festival Ltd' - please send with your booking form, the cheque will not be cashed until booking is accepted.

CHECKLIST FOR SUBMISSION:-

1. Completed application form
2. Copy of your public liability insurance
3. Completed Risk Assessment
4. Completed Food Safety Form (where applicable)
5. Payment (unless you have chosen to pay via BACS)
6. Photographs of your products / stand to support your application if necessary

I confirm that I have read and understood the Terms and Conditions of Booking and that I (or my agent acting on my behalf) agree to abide unreservedly by them.
Please sign (or enter your name if submitting online) in the box.

DATE:



SHREWSBURY FOOD FESTIVAL LTD TERMS & CONDITIONS OF BOOKING

It is understood that in purchasing exhibitor space at the Shrewsbury Food Festival Ltd that the festival rules and conditions will be adhered to. This Festival is being organised by the Board of Shrewsbury Food Festival Ltd subsequently referred to in these terms and conditions as the Event Organisers. We recommend that a copy of these conditions is kept and referred to prior to attending the event.

STOCK OFFERED FOR SALE

The Event Organisers will only accept bookings from exhibitors whose stock is acceptable. Anyone wishing to book should send photographs of their stock or provide a web address where their stock may be viewed. The event organisers will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of product. When booking please describe the goods that you will be displaying, these will be the only products you will be permitted to display. Any stallholder displaying goods other than those on their original application form may be asked to remove them immediately.

EXHIBITORS ARE REQUIRED TO DO THE FOLLOWING

All exhibitors must be set up by the advertised start time. Access may be gained from noon or earlier as advised on your confirmation. You are not to clear away until the advertised finishing time. All stands or stalls are to be set up in an attractive manner and exhibitors using the tables supplied by us must supply a suitable table covering to cover the top of the table and reach the floor at the front and two sides. Boxes etc. to be stored out of sight. Your car must be parked in spaces throughout the town as chosen by yourselves, (unless onsite parking has been purchased) and you must comply with our stewards requests to move cars or boxes etc. if we consider them to be in the way. Exhibitors should check that their table is erected correctly and must not do anything to encroach upon gangways, exits or other exhibitors access. Exhibitors must leave your stand area clean and tidy at the end of the day. Rubbish must be removed when you leave the site. You should specify if you require electricity for equipment when booking. The electric point may be up to 10ft away so exhibitors should supply an extension lead. Multi-way adapters are not permitted at any venue and ALL electrical equipment must have a valid PAT test certificate.

DEMONSTRATIONS

Shrewsbury Food Festival Ltd may provide extra space for demonstrating the product being exhibited at no extra charge. Any extra space provided must be used for this purpose, not as extra display space, and substantial demonstrations should be given throughout the day. If you would like demonstration space please state your requirements when booking. You will be advised whether or not you have been allocated demonstration space before the event.

BOOKINGS - ALL BOOKING FEES MUST BE PRE-PAID.

A £50 nonrefundable deposit is payable upon booking to secure your space. Payment will be accepted by cash, cheque or BACs bank transfer. If you choose to pay by cheque (which should be payable to 'Shrewsbury Food Festival Ltd'), this must be dated for the date you submit your application. All bookings must be submitted on our current booking form accompanied by full payment as indicated above. Any bookings not submitted on our forms or not accompanied by correct payment will be returned immediately. The event organisers reserve the right to allocate you a different category of space or stall to that which you have booked but in the event that we do this, we will refund any excess payment if you are allocated a cheaper category and will not charge any more if you are allocated a more expensive category. The event organisers reserves the right to refuse or cancel any booking without giving a reason.

All Street Food positions will be closed 3 months prior to Festival / Event date.

CANCELLATION OF BOOKINGS

Cancellations will be accepted up to ONE calendar month before the date of the festival but you will forfeit your £50 deposit. Any booking cancelled at less than ONE month's notice before the festival, for whatever reason, will forfeit the total booking fee. Cancellations may be advised by phone but must be confirmed in writing. If you are not going to attend a booking that you have made you must let us know as soon as possible. Once you have notified us of a cancellation in writing we will confirm the cancellation back to you in writing. If you do not receive an acknowledgement of cancellation from us you should telephone us to check that we have received your written cancellation.

HEALTH & SAFETY

All exhibitors must have public, product & employee liability insurance and we must receive a copy along with your booking form. 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 foreseeable come into contact with it or be affected by it. The right of inspection is reserved by the Event Organisers and the Environmental Health Officer, before, during and after the festival.

FIRE SAFETY

Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The right of inspection is reserved by the Event Organisers and the Fire Safety Officer, of all stands and equipment. No gas is allowed under our marquees and if used under your own structure, gas must be installed by a registered engineer and placed the recommended distance away.

LIMIT OF LIABILITY

The Event Organisers will do everything in our power to ensure that you have a successful festival but cannot be held responsible for damage or theft of your stock, interruption of power or services, failure of press advertisements to appear, inclement weather, astrological incompatibility or anything else beyond their control. The event organiser does not provide insurance cover for theft or damage to your stock and recommends that you adequately insure yourself against all risks. It is a condition of booking that you understand and accept that you cannot hold Shropshire Festivals Ltd responsible for any losses you sustain. If in the reasonable opinion of Shropshire Festivals Ltd (or any third party organiser) it is necessary to cancel an event because of prevailing weather conditions or any other reason no refund of booking fee or any other payment will be forthcoming. Shrewsbury Food Festival Ltd carries £5,000,000 of public liability insurance.



Shropshire Festivals and Shrewsbury Food Festival Health and Safety Assessment

Business/Exhibitor Name

Contact Name

1. Public Liability Insurance

I confirm I have valid Public Liability Insurance

Y N

Copy of the Public Liability Insurance must be sent along with this form.

Insurance Company

Policy Number

Expiry Date

Limit of Indemnity

Expiry Date:

**Please note in some cases when an advance application is made, the Public Liability Policy may not be in date for the date of the event. In this circumstance the exhibitor must ensure they contact the event organisers with the up to date policy covering the event/s in question.*

2. Consumables

I am selling consumable food and drink on site.

Y N

If the above answer is no please proceed to section 3

Type of Food

My consumable product is registered with Local Authority

Y N

If no, please give reasons why below and proceed to section 3

Registered Local Authority _____

Date of Last Inspection _____

What is your Food Hygiene Rating? _____

Please enclose a copy of your certificate alongside submission of this document

3. Consumables Handling

Have you developed a handling management practice assessment for events?

Y N

Are your staff adequately trained, supervised and given instruction on their expected duties in handling consumable product to the public?

Y N

Do your staff have hygiene training records?

Y N

Are your staff issued with any clean protective overclothing to wear at events?

Y N

Are your staff aware not to handle consumables if they are suffering from illness?

Staff must be symptom free for 48 hours before resuming duties

Y N

4. Alcohol

I will be selling alcohol on site

Y N

If the above answer is no please proceed to section 5

I can confirm for the sale of alcohol I am a personal licence holder

Y N

I can confirm I checked with the organisers to ensure I have complied with all requirements and if a TENS is needed for each event.

Y N

I am vigilant that under 18's are allowed to the event, and adopt the 'challenge 25' policy for the sale of all alcohol.

Y N

5. First Aid

Do you have First Aid Equipment on your stand?

Y N

6. Fire Safety

Do you carry a fire extinguisher on your stand?

Y N

If the above answer is no please proceed to section 7

Can you confirm it is in date?

Y N

What type of extinguisher do you have on your stand? _____

7. Electrical Equipment

All electrical equipment used at the event should be PAT tested and in date, again require evidence of this.

Does your consumable product require refrigeration?

Y N

Do you have adequate refrigeration capable to keep at risk foods at an acceptable temperature throughout the event?

The use of cool boxes for storing high-risk foods for long periods of time is not recommended

Y N

I am bringing my own electrical equipment/appliances onto site

Y N

If the above answer is no please proceed to section 8

I can confirm that the electrical equipment is PAT tested and in date, and I have evidence of this, incase required to show for any auditing purposes.

Y N

8. Private Gazebos/Own Temporary Structures

All private gazebos and temporary structures should have a fire retardant test, and they require evidence of this.

I am bringing my own gazebo/temporary structure onto site

Y N

If the above answer is no please proceed to section 9

I can confirm that my temporary structure has a fire retardant test, and I have evidence of this, and will bring to site should it be required to be seen by attending Fire and Rescue auditors.

Y N

I have sufficient weights to anchor my temporary structure to the ground and will utilise them at all Shropshire Festival and Shrewsbury Food Festival Events.

Y N

When using guy ropes, I have sufficient barricade/caution tape/bunting to act as an impediment to enhance general safety of passersby.

Y N

9. Lighting

Please note that any aesthetic lighting used at your stall space should now be LED lighting only

I am planning to use lighting as part of my exhibitor display

Y N

If the above answer is no please proceed to section 10

I can confirm that the lighting used is LED

Y N

10. Drapes/Materials

All Drapes and materials used by exhibitors for stall displays should be fire retardant.

I am planning to use drapes/materials as part of my exhibitor space

Y N

If the above answer is no please proceed to the Risk Assessments, section 11

I can confirm that the fabrics used will be fire retardant.

Y N

All tablecloths and draped used will be positioned to avoid trailing on the ground to prevent trip hazards for passersby, and will adhere to this policy

Y N

11. Risk Assessment

Are you supplying your own risk assessment? Y N

If Yes please enclose your Risk Assessment with this form

If No please complete the Risk Assessment Form Below:

An example of a risk assessment has also been attached if you need guidance

Nature of Hazard Hazards Identifies in build up/breakdown and event live times. e.g trips, falls, crushing and trapping	Outcomes Personal Injuries or equipment damage	Persons At Risk e.g visitors to the event, exhibitors	Likelihood to occur without controls High: Very Likely Medium: Likely Low: Possible but unlikely	Controls to Minimise Risk Measures (precautions) that will be implemented to reduce to an acceptable low level

Person completing Risk assessment _____

Signature (or e-signature) _____

Date _____

Nature of Hazard	Outcomes	Persons At Risk/Items at Risk	Likelihood to occur without controls	Controls to Minimise Risk
Hazards Identifies in build up/breakdown and event live times. e.g trips, falls, crushing and trapping	Personal Injuries or equipment damage	e.g visitors to the event, exhibitors	High: Very Likely Medium: Likely Low: Possible but unlikely	Measures (precautions) that will be implemented to reduce to an acceptable low level
Inclement Weather causing collapse or travelling temporary structure.	Personal Injury due to collapse of temporary structure	All Persons on site	Medium	1. Temporary Structure is weighted sufficiently with additional taped guy ropes 2. Ongoing monitoring of weather conditions and in case of extreme weather, structure to be dismantled
Slip/trip hazards due to table cloths or display items	Personal Injury	Exhibitor, neighbouring exhibitor and passersby	Medium	Ensure all tablecloths and drapes are not trailing on the floor, and stall space is kept with clear space for footfall.
Erection/Dismantle of exhibitor space.	Personal Injury to exhibitor and other exhibitors, additionally damage to stock of exhibitor and other exhibitors stock for intended sale.	Exhibitors	Medium	1. Exhibitor takes care when loading and unloading to ensure they follow kinetic lifting techniques to ensure own safety. 2. Ensuring care when transporting goods past other exhibitors
Fire	Injury to persons and stock on site in the case of a fire occurrence.	All persons on site	Low	No Flammable materials to be used on site to minimise risk. Be aware of nearest fire extinguishers and fire exit points

Exhibitor Safety Briefing Notes

During Shropshire Festivals/Shrewsbury Food Festival events exhibitors have a personal responsibility for their own safety and the safety of others. Please read these guidelines in advance of your arrival at site.

During build-up and break down the site is classed as a construction site and all persons on site should adhere to the site rules. Build/breakdown phase is classed as any time prior to or after the live event.

1. Please be aware there may be construction on site on your arrival. Please ensure that these areas are kept clear until the time the construction supervisor deems it safe for exhibitors to enter.
2. Children should not be permitted onsite during build and breakdown. Where this cannot be avoided, please ensure your child(ren) remain in vehicles where possible and with you at all times. Children are not permitted to move freely about site unaccompanied.

At all times during build, breakdown and live event days.

3. All vehicles onsite must drive at no more than 5mph on site and adhere to information signs displayed on site and if parking has been purchased, display the exhibitor parking permit at all times.
4. No vehicles will be permitted into the fenced site within the 1no hour prior to event opening. Vehicles will only be allowed into the fenced site at the end of the event **a minimum** of 30 minutes after the event closes. This will be dynamically risk assessed and on the order of the Event Safety Officer.
5. Good housekeeping must be maintained at all times and work areas kept tidy and free from rubbish. Please liaise with the waste team on site in relation to waste sorting and removal whilst on site.
6. Keep all traffic routes and emergency exits clear at all times. Stock may not be displayed or stored in front of exit points.
7. Any exhibitor using an electrical or cooking appliance should have a fire extinguisher or fire blanket suitable and sufficient for their needs.

Vehicles for display on Site

Note if your vehicle is to be left in the inner site as part of a display, it is to have the battery disconnected and only have a quarter of a tank of fuel. Note this only applies to vehicles that have had prior permission to be on site (for example sponsor vehicles and vehicles housing live animals). If you have not made these prior arrangements with the event organisers you are **unable** to have your vehicle in the inner site.

Please ensure this section is signed before return

NAME OF COMPANY

ADDRESS POST CODE

TELEPHONE

I indemnify Shropshire Festivals Ltd and Shrewsbury Food Festival Ltd, against any claims made against them for the loss, damage, injury or otherwise arising from the acts, omissions or negligence of our employees or other persons engaged by my business in the erection, dismantling or operation of my/our trade stand at events hosted by Shropshire Festivals and Shrewsbury Food Festival Ltd. In addition, I confirm that I have in force a Public Liability policy to cover such risks.

Signed/signature

Name in capitals:

Position in Company:

Date:

Please ensure this form is returned to info@shropshirefestivals.co.uk with a copy of your PLI and an addition risk assessment form (if not completed in this document) and food hygiene certificate.