



SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

STREET FOOD 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

ALL applications MUST attach a DESCRIPTION OF THE PRODUCT (S) YOU WISH TO SELL (INCLUDING A CHILDREN'S MENU), together with a copy of the SUGGESTED PRICED MENU for the event - THIS IS NOT OPTIONAL failure to do so will result in the application being declined.

You must also submit / provide the following:-

1. A picture of the company at a similar event
2. Please let us know where you source your ingredients from.
3. Is your product made by YOU? A MEMBER OF YOUR FAMILY / COMPANY A THIRD PARTY

We consider ALL applications, we therefore ask you to 'bid' on the trading space with a starting bid of £345, simply enter the amount you feel the trading space is worth to you on the following page. Allocation is NOT just won on price, BUT on locality of ingredients, product differentiation, menu and display. We limit the number of successful applicants and are therefore are not able to accept all entries.





SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

STREET FOOD BOOKING FORM

ALL applications **MUST** attach a **DESCRIPTION OF THE PRODUCT (S) YOU WISH TO SELL (INCLUDING A CHILDREN'S MENU)**, together a copy of the **SUGGESTED PRICED MENU** for the event - **THIS IS NOT OPTIONAL** failure to do so will result in the application being declined.

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

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



SHREWSBURY FOOD FESTIVAL Ltd, Bridge Farm, Buildwas Road, Telford, TF8 7BN
Tel: 01952 432175 Email: info@shrewsburyfoodfestival.co.uk www.shrewsburyfoodfestival.co.uk
Company Reg. Number 11087203 VAT reg. 180777284



SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

STREET FOOD BOOKING FORM

3. ALLOCATED SPACE:- Allocated space for each vendor pitch is a maximum of 5m x 3m. All prices are exclusive of VAT.

ITEM	COST FOR TWO DAYS	QTY REQ	TOTAL
STARTING BID - for the TWO days from £375 - please fill in what you think is appropriate here.			
Additional Space (£80 per extra metre)	£80 per metre		
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:

Allocated space for each vendor pitch is a maximum of 5m x 3m - extra space is available at £80 per metre. All prices exclusive of VAT.

Please tick if you are bringing your own marquee - EXACT SIZE m x m

Please tick if you are using a mobile unit - EXACT SIZE m x m

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.





SAT 29TH & SUN 30TH JUNE 2019

SHREWSBURY QUARRY PARK, SHREWSBURY

STREET FOOD 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 – STREET FOOD

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. Environmental Health

The following checklist, as provided by the Environmental Health is intended to help you ensure that your food business operates to the highest standards of hygiene throughout the event. This checklist is based upon the Chartered Institute of Environmental Health's Guidelines for Outdoor Catering Events. You should work through the checklist and ensure that you have everything in place prior to the event.

If you answer "No" to any of the questions, you must ensure that the matter, or potential problem, is addressed before the event takes place.

Type of Food Business

Name of Local Authority

Date of Last Inspection:

Event: _____

Date: _____

Copy of report available? _____

What is your food hygiene rating? _____

Please include a copy of your certificate alongside this document

Food Safety

Have you developed a food safety management system for your outdoor catering? (e.g. Safer Food Better Business Pack).

Your management system must be relevant to your food handling practices at the event. You must also ensure that you take this document with you to the event.

Y N N/A

Do you have a supply of monitoring sheets for use at the event?

Y N N/A

Food Handling Staff

Are all of your food handlers (including temporary staff) adequately trained, supervised and given instruction in their expected duties?

Y N N/A

Do you have staff hygiene training records to verify the above?

Evidence must be supplied.

Y N N/A

Food Safety

Have your staff been given a supply of clean personal protective clothing to wear at the event?

Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing.

Y N N/A

Do you have a supply of separate aprons for those staff engaged in raw food preparation?

Disposable plastic aprons are recommended for raw food handling and preparation

Y N N/A

Are your staff aware that they should not handle food if they are suffering from certain illnesses?

They must be symptom-free for 48 hours if suffering from sickness and diarrhoea.

Y N N/A

Is your stall adequately protected from inclement weather?

If not, you will need to consider what protection can be provided for the site in question

Y N N/A

Is your stall in good repair, capable of being cleaned and pest-proofed, and is open food protected from flying insects?

Y N N/A

Are all work surfaces and preparation tables sealed, or covered, with an impervious, washable material (e.g. stainless steel, formica, washable table cloth)

Y N N/A

Do you have adequate refrigeration available, and as it capable of keeping high-risk foods below +8^oC throughout the event?

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

You must have good separation between raw and ready-to-eat foods at all times

Y N N/A

Do you have adequate freezer storage space available, if required?

You must have good separation between raw and ready-to-eat foods at all times

Y N N/A

What are you using for cooking and hot holding your food, if required?

Food must be cooked above +75°C for 30 seconds (or equivalent) Food must be hot held above +63°C

Y N N/A

Do you have sufficient preparation space so that cross-contamination can be avoided?

You must strive to have complete separation between areas used for preparing raw products (particularly meat) and ready-to-eat foods.

Y N N/A

How are you going to provide adequate hand washing for your food handlers at your stall?

(NOTE: a bowl on its own is not acceptable as a wash hand basin if you are preparing or handling open high risk food . There must be an effective means of drainage into a waste water container from the wash hand basin e.g. Teal units are an acceptable form of hand wash facilities).

Y N N/A

Are the wash hand basins supplied with hot and cold running water?

Using hot water directly from an urn or kettle is not recommended since staff are unlikely to wash hands properly.

Y N N/A

Does your wash hand basin have a suitable waste water container?

An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.

Y N N/A

Health and Safety

Are the pipes protected from abrasion or mechanical damage armoured if subject to temperatures over 50°C)?

Y N N/A

Are all gas appliances fitted with a flame failure device and adequately ventilated?

Y N N/A

Are your fryers fitted with an automatic high temperature-limiting device (operates at a fat temperature of 250°C or lower)

Y N N/A

Have you got suitable signs indicating "Caution – LPG" and "Highly Flammable" displayed.

Y N N/A

Are all of your gas bottles contained in a suitable cage?

Y N N/A

Electrical Supply

Are all electrical appliances protected from weather, physical damage and interference?

Y N N/A

Are all appliances protected by residual current circuit breakers?

Y N N/A

Are all cables and exes positioned so as not to cause a tripping hazard?

Y N N/A

If generators have been allowed to be used, have steps been taken to place them safely, protecting them from interference and to reduce noise and fume nuisance?

Y N N/A

Has a competent electrician carried out all electrical work?

Y N N/A

Does your wash hand basin have a suitable waste water container?

An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.

Y N N/A

You may receive a visit from one of the Food Safety Team Officers during the event. If any of the points described in this checklist have not been addressed, you may be instructed to temporarily close until corrective actions have been taken.

If you are failing to control the risk of cross-contamination, or high-risk foods are not being maintained under proper temperature control, you will be instructed to close until the problem has been resolved. This may also require you to dispose of potentially contaminated food.

3. Alcohol

I will be selling alcohol on site

Y N

If the above answer is no please proceed to section 4

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

4. First Aid

Do you have First Aid Equipment on your stand?

Y N



5. Fire Safety

Please be aware all street food exhibitors **MUST** complete a CFOA (Chief Fire Officers Association) Fire Risk Assessment. This form has been added below and **MUST** be completed in full. Please complete below:



CFOA
Chief Fire Officers
Association

The professional voice of the UK Fire & Rescue Service

Ω

Fire Risk Assessment - Food Concessions

Name of Buisness

Contact No. on site

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit

1. Do you have an inspection / gas safety certificate for the appliances and pipe work (*copy to be available for inspection*) and are all hose connections made with "crimped" fastenings?

Yes	No
-----	----

2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?

Yes	No
-----	----

3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?

Yes	No
-----	----

4.	Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	Yes	No
5.	Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	Yes	No
6.	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>(Spares should be kept to a minimum and in line with any specific conditions for the event)</i>	Yes	No
7.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
8.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
9.	Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	Yes	No
10.	Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	Yes	No
11.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes	No
12.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>(Certificates of compliance will normally be required)</i>	Yes	No
13.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
14.	Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	Yes	No
15.	If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	Yes	No
16.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	Yes	No
17.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No
18.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No

- | | | | | |
|-----|--|-----|----|-----|
| 19. | Have staff been instructed on how to operate the fire-fighting equipment provided? | Yes | No | |
| 20. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations? | Yes | No | |
| 21. | Are you aware that petrol generators are not permitted on site? | Yes | No | |
| 22. | Have you identified all ignition sources and ensured that they are kept away from combustible materials? | Yes | No | |
| 23. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident? | Yes | No | |
| 24. | Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public? | Yes | No | |
| 25. | If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units</i> | Yes | No | N/A |

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Continue on separate sheet if necessary

Stallholder / Responsible Person :	Signature	Print Name	Date
Designation :			
Company :			

PLEASE NOTE
THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.

6. 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 7

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

7. 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 8

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 to act as an impediment to enhance general safety of passersby.

Y N

8. 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 9

I can confirm that the lighting used is LED

Y N

9. 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 10

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

10. 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.