

EXHIBITOR INFORMATION



We're looking forward to welcoming you to Shrewsbury Food Festival 2025. To make the event successful and safe for traders and guests we ask you to read this document in full – it contains all the information you need to know for the event.

Event date	Saturday 28th & Sunday 29th June 2025		
Event timetable	Date	Activity	Time
	Thursday 26th June	Street Food Traders + Exhibitor set-up	10am – 6pm
	Friday 27th June	Street Food Traders + Exhibitor set-up	10am – 8pm
	Saturday 28th June	Exhibitor set-up Vehicles removed from site Entire Food Festival Site Open to public Charity Concert on the hill (Please see information on back page) Last orders 9.30pm (applicable to certain traders only)	7am – 8:30am 8:30am 10am – 6:30pm 6:30pm – 10pm
	Sunday 29th June	Exhibitor set-up Vehicles removed from site Open to public Last orders 4.30pm	7am – 8:30am 8:30am 10am – 5pm
	Monday 30th June	Pre-arranged exhibitor breakdown	8am – 10pm

<p>Directions</p>	<p>Please enter the Quarry Park via the Victoria Avenue (SY1 1HH) entrance. Pass The Armoury on left/river on right and keep straight towards blue access barrier.</p> <p>At the barrier you will be asked to sign your vehicle in. At Hercules statue you will be given set-up wristbands for you and your team and provided with a hi-vis jacket, please return this as you leave.</p>
<p>Vehicles on site</p>	<p>The speed limit on the riverside and festival site is 5mph. Please take care whilst moving your vehicle paying particular attention to pedestrians. Please do not use your hazard lights.</p> <p>All vehicles need to be clear of the festival site by 8:30am on the live event days.</p>
<p>Festival set-up & breakdown</p>	<p>During set-up and breakdown, the site is classed as a construction site therefore all persons on site must adhere to the site rules.</p> <p>Children and pets are not permitted on site during either set-up or breakdown or under the marquee during event.</p>
<p>Security</p>	<p>There will be extra security on site throughout the event BUT all equipment and goods left on site are at your own risk.</p> <p>The security and police may do random searches of your stock, please understand why this is necessary and bear with us.</p> <p>Please report any suspicious behaviour to us immediately.</p> <p>A Explosive Detection Dog will sweep the site at 9am on both event days.</p> <p>Please note that we do not allow exhibitors/vendors to camp or stay in their vehicles overnight on the site.</p>
<p>Health & Safety, Licencing & Environmental Health</p>	<p>Safety is everyone's responsibility and therefore instructions must be followed if given by the event team. Please ensure that you have read and understood the notes and conditions of booking sent to you with your booking form.</p> <p>If you have ordered an electrical supply, you will need to bring your electrical PAT certificate(s) with you. Health & Safety, licencing and Environmental Health Officers will be visiting over the weekend. Please ensure you have all your up-to-date documentation including but not limited to: public liability insurance, relevant certification, food & hygiene (if applicable) and personal licences, available for inspection.</p>

WiFi Information	<p>WiFi name – CR-Tradestand-WiFi Password – 22952295</p> <p>WIFI will be available for traders to use during the event. To ensure that this successful please do not use for any other purposes than your payment system. Please turn off social media or any programmes that will waste valuable bandwidth!</p>
Description of good and trading details	<p>Only items listed in your application form will be allowed and all goods sold at the festival must comply with current trading stands and relevant legislation.</p>
Exhibitors selling alcohol	<p>Last orders are strictly 30 minutes before closing: Saturday 28th June at 9:30pm and Sunday 29th June at 4:30pm. In order to comply with current legislation you must:</p> <ul style="list-style-type: none"> • Uphold current licensing regulations • Uphold the Challenge 25 Policy and display the Challenge 25 notices on your stand • Not serve alcohol to anyone under the age of 18 • You do not require your own TENS licence as you are covered by the event's licence
Allergens	<p>Please note that it is now a legal requirement to display signage on all allergens in the food served so please ensure this is displayed in a prominent location. If your stand contains food specially for gluten free, vegan, or dairy free products, don't forget to promote this.</p>
Recycling & waste management	<p>For people serving tasters and food to eat and drink on site please be aware we would like to be as green as possible and for this we need your help! All plates, coffee cups and cutlery MUST be compostable or wooden. We will be giving every drink exhibitor reusable cup to use on site – no other plastic glasses are to be used please!</p>
Toilets/ Water Points	<p>As per the map provided in your pack, there are SEPARATE exhibitor toilets and hand wash solely for exhibitor use, as well as water points. If you have any queries over the weekend, please ask a member of the Shropshire Festivals team.</p>
First Aid	<p>If you need medical support, we have an experienced first aid team on site. Alternatively, they can be contacted by any of the event team with a radio. In an emergency never hesitate to dial 999 telling the operator that you are the Quarry Park, Shrewsbury, SY1 1JA.</p>

<p>Shine On Charity Concert 6:30pm – 10pm</p>	<p>The concert is in memory of the four teenagers who tragically lost their lives in a crash in North Wales in November 2023.</p> <p>The concert will raise funds for Shine On with Harvey Owen, a charity founded by one of the boys’ mothers, Crystal Owen. The charity aims to support pathways for young people to enjoy the arts, music and food.</p> <p>We will be sectioning/closing off the Exhibitor and Kids Zone (lower part of Shrewsbury Food Festival) at 6:30pm, leaving street food and live music stage section open to visitors until 10pm.</p>
<p>Event Contacts</p>	<p>During the event, please contact a member of our event team who will be wearing pink.</p> <p>In the event of an emergency, please contact Shropshire Festivals on 07415 198240 .</p>

Emergency Procedures

<p>Fire</p>	<p>In the event of fire, turn off gas or electricity, if appropriate, and leave your stand asap.</p> <p>You will be directed to leave via the event perimeter fence and will be advised of the meeting point.</p>
<p>Emergency Evacuation</p>	<p>Emergency Evacuation: in the event of an emergency evacuation turn off gas or electricity, if appropriate, and leave your stand asap.</p> <p>You will be directed to leave via the event perimeter fence and will be advised of the meeting point.</p>
<p>Lost/Found Child</p>	<p>A lost child is a parent/carer/guardian without their child. When this happens the event is locked down until the child is found.</p> <p>A found child is a child without their parent/carer/guardian.</p> <p>The event team assume control of both of these eventualities and are responsible for reuniting families. Please do not give back a child!</p>
<p>Suspicious packages</p>	<p>DO NOT approach anything that looks out of place or unusual, please contact a member of the event team immediately.</p>