

**Moretonhampstead**  
**Festival**  
of **Food**, **Drink** and **the Arts**

**Saturday**  
**10 March**  
**2012**

**Exhibitor Application Pack**

## Terms & Conditions for Exhibitors

**Please read the following very carefully. By completing and signing the Booking Form you agree to adhere to and respect the Terms and Conditions set out in this document.**

### **Stalls / Pitches**

Two options are available: a covered stall provided by the organisers or a custom pitch with a stall (gazebo or similar) supplied by the exhibitor.

- A Market Stall is 2.4 m wide x 3 m deep supplied with a canopy and back.
- A Space Only Pitch: A standard pitch measures 3m wide. Any requirement for additional width will be charged on running metre frontage basis. If this involves a vehicle or trailer then the overall length (including draw-bar, rear or side doors open, etc) must be indicated. The depth of such a pitch will be a maximum of 3 m. Please note when booking your stall or pitch that this is for the entire display, including tables and access. Please allow space for personal possessions and stock.

### **Cancellations**

Any exhibitor who cancels a booked stall or pitch, or, for whatever reason, fails to attend, shall forfeit all fees paid and the festival office shall reserve the right to re-let such sites.

### **Setting Up & Dismantling of Exhibits**

Exhibitors are advised that the set-up time will be from 7.00am - 9.00am. Please make sure your exhibit does not extend beyond the area you have booked. Exhibits can be dismantled after 5.00 pm.

### **Parking for Exhibitors**

There will be NO parking on the festival site during its opening hours. All vehicles have to be off site by 9:00am and will not be able to return to the site until after 5.00pm. All exhibitors must remain on site from 9.00am to 5.00pm.

You will be allocated parking for your vehicles. Marshals will give directions. If a vehicle, ancillary to the stall, needs to be parked on site, please contact the festival office, for advice. It will incur an extra cost if it is possible to accommodate it.

### **Security, Licensing & Public Liability Etc.**

All exhibitors enter at their own risk. All exhibitors should ensure that they are adequately insured on the date of the festival for Public, Product and Employees Liability and should send a copy of the relevant document with their application form. All exhibitors must ensure that they have the necessary licence(s) to legally conduct their business on the day. For alcohol sellers, the festival will obtain its own Temporary Event Notice from the local authority and will provide each stallholder with a written Authorisation to Sell Alcohol notice. We require all stallholders selling alcohol to sign our Alcohol Traders' Agreement which will be supplied after submission of the booking form and acceptance of the booking by the organisers. We will not provide our written Authorisation to Sell Alcohol under any premises licence or temporary event notice unless the agreement is signed. We require all alcohol sellers to display Challenge 21 posters and will supply the same to stallholders on the day. In addition, we prefer and strongly recommend that stalls selling alcohol are overseen by a personal licence holder. You may require other licences/permits, these are your responsibility. Copies of all applicable licences/permits must be sent to the organisers with your application.

### **Health and Safety**

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organiser shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of the potential risks associated with their activities. Please supply a copy of this risk assessment where applicable with your application form.

### **Fire safety equipment**

Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire fighting equipment including fire blankets.

The organisers shall not be held responsible for loss or damage of stock or equipment, howsoever caused, during the festival.

**Environmental Health & Trading Standards**

Food producers should ensure that they are registered with their local authority prior to the Festival.

Exhibitors are expected to comply with relevant legislation in respect of Trading Standards, Health and Safety and Environmental Health of Teignbridge District Council. Stalls will be inspected during the Festival and those deemed not to comply with relevant regulations may be shut down.

Food producers should ensure that they have an adequate food safety management system, ensuring that the food they prepare and sell is safe to eat.

Further information on food regulations and environmental health is available from the Teignbridge District Council website on <http://www.teignbridge.gov.uk/index.aspx?articleid=1890>

**Drinking and cooking water**

Drinking and cooking water is the responsibility of the exhibitor and we recommend that you bring your own source of potable water with you.

**Waste**

Stallholders are expected to keep their surrounding areas as clean as possible throughout the Festival. Where appropriate, adequate precautions should be taken to prevent oil / fluid spillage by the use of trays underneath all vehicles.

Facilities for refuse disposal and recycling will be provided on site. However, you are responsible for the disposal of any foul water/oil/fluid and we recommend that you take it away with you in a suitable foul drainage system.

**Electricity**

Limited electrical supplies are available. These must be booked and paid for on your application form.

Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.

**Equipment**

Exhibitors may NOT bring their own generators onto site. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection by our electrician at the Festival. Please note that non PAT tested equipment cannot be used under any circumstances.

All gas equipment must be covered by a current gas certificate issued by a registered gas engineer. Please forward copies of PAT/Gas certificate(s) with your application form.

**Disposables**

We recommend that all food containers, packaging, plates and cutlery etc. should be constructed of biodegradable materials such as paper and wood. Drinks containers should be recyclable and we prefer recyclable plastic to biodegradable plastic. If biodegradable drink containers are used, they should be clearly marked. We strongly recommend that polystyrene and other non-recyclables are not used.

# Risk Assessment Form

Please complete the following form **and return with your booking form**. Please note, bookings **WILL NOT** be accepted **without a completed Risk Assessment Form**.

Guidance on completion is enclosed, but if you have any queries, please email Fiona Gofton – [fgofton@poshpig.co.uk](mailto:fgofton@poshpig.co.uk) or call 01647 440960.

Name of Exhibitor:	
Name of person preparing Risk Assessment:	
Contact Email / Telephone	
Title:	
Signature:	
Date Assessed:	

Please describe what you will be exhibiting:

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## Risk Assessment (please continue on a separate sheet if necessary)

Hazard	Person at Risk	Control Measures

## Fire Assessment

Hazard	Person at Risk	Control Measures

If you have undertaken a risk assessment and exhibits, demonstrations and work practises cause minimal risk and no significant hazards to either you or others on site please write 'NO RISK' and return the form.

## Sponsorship/Advertising Opportunities

All exhibitors returning a completed booking form prior to the deadline of 31<sup>st</sup> January 2012 will be included in the Festival Programme. There will be a brief synopsis of your business with the opportunity to include contact details where appropriate.

The A5 programme will be sold to visitors at a cost of £2.00. In order to increase the 'value' of the programme to visitors, we are giving exhibitors the opportunity to offer **Special Offer** or **Discount** vouchers as part of the programme at a cost of £15.00. Please see examples below:

**10% Discount**  
On all purchases at  
**Moretonhampstead**  
**Festival of Food, Drink**  
**and the Arts**  
On production of this voucher

**Buy 3 pies get**  
**the 4<sup>th</sup> Free**  
**Moretonhampstead**  
**Festival of Food, Drink**  
**and the Arts**  
On production of this voucher

We will also be offering **full colour advertising** within the programme, the costs for this are outlined below:

Special Offer/Discount Vouchers	£15.00
¼ Page advert	£35.00
½ Page advert	£60.00
Full Page advert	£100.00

Details of your special offer or discount should be supplied as a word document along with a logo supplied as a jpeg file. All advertising must be supplied 'print ready' in an agreed format (please contact us for further information)

If you wish to take advantage of this fantastic opportunity for increased exposure then please complete this form and return with your booking form along with payment (one cheque will be fine for both amounts)

Special Offer/Discount Voucher @ £15.00	<input type="checkbox"/>
¼ Page advert @ £35.00	<input type="checkbox"/>
½ Page advert @ £60.00	<input type="checkbox"/>
Full Page advert @ 100.00	<input type="checkbox"/>
<b>TOTAL</b>	<b>£</b>

Other sponsorship opportunities are available. If you might be interested in finding out more, please call Bob Small on 01647 440960.

## Booking Form

Booking for the 2012 Moretonhampstead Festival of Food Drink & the Arts will open on 27<sup>th</sup> October 2011. All space will be allocated on a first come first served basis and individual requests will be accommodated wherever possible but cannot be guaranteed. Following feedback from the 2011 Festival we will be limiting the number of exhibitors of similar products so it is vital to book early to avoid disappointment.

Please return all documents requested **no later than 31<sup>st</sup> January 2012**. By submitting this form you are agreeing to the Terms and Conditions for Exhibitors.

### Exhibitor Details

Contact Name:

Company/Trading Name:

Postal Address:

E-mail Address:

Website:

Telephone:

Mobile:

Exhibitor Information – Please provide a description in no more than 30 words of your exhibit, for us to use in our publicity (website, programme, etc).

Please select which category your product best fits into:

Alcoholic Drinks

Herbs & Spices

Arts & Crafts

Bakery & Confectionery

Meat, Game & Poultry

Charity

Dairy & Eggs

Puddings & Desserts

Fish & Seafood

Fruit & Vegetables

Seeds, Nuts & Dried Fruits

Olives & Oils

Non – Alcoholic Drinks

Preserves, Pickles & Sauces

Ready Meals & Fast Food

Vegetarian Foods

Other (please specify)

Are you selling food/drink for consumption on site?  Yes  No

Are you selling alcohol?  Yes  No

Will you be cooking on your stall?  Yes  No

If 'yes', what fuel will you use?

Please enter the number of vehicles you will be bringing to the event

If applicable, please confirm that you are registered/approved as a food business with your local authority by entering the name of the local authority with which you are registered:

### Public Liability Insurance (please complete all insurance details below)

Insurer Name		Policy Number	
Policy Expiry Date		Amount Covered	£

### Details of Electricity Usage

Please note that generators will not be allowed on site. Electrical supplies can be provided at the following costs:

13 amp supply - £15.00 each

16 Amp supply - £18.00 each

I do not require electricity OR

I would like an electrical supply to be provided for me. Our electrical requirements will be:  
(please remember to include fridges, weighing scales and tills)

#### Electrical Appliance

#### Wattage

Electrical Appliance	Wattage

Total Wattage Required:

## Stall / Space Booking

Please indicate the number/type of stand space you require. N.B. Charities are entitled to a 50% reduction on the pitch fee only:

**Option 1: Covered Market Stall** (2.4 m wide x 3 m deep)

<input type="checkbox"/>	X covered market stall @ £50.00 each	<input type="text" value="£"/>
<input type="checkbox"/>	X 6' trestle table @ £5.00 each	<input type="text" value="£"/>

**Option 2: Space Only Pitch**

In order to ensure that you have sufficient space for your stand please measure the full width of your Gazebo, marketing materials, etc. A standard pitch will measure 3m wide. Should you require any additional space, this will be charged at a cost of £15.00 per metre. If it is not booked in advance, additional space WILL NOT be available.

<input type="checkbox"/>	X space only pitch (3m wide) @ £40.00 each	<input type="text" value="£"/>
<input type="checkbox"/>	X additional metres @ £15.00 per metre	<input type="text" value="£"/>
<input type="checkbox"/>	X 6' trestle table @ £5.00 each	<input type="text" value="£"/>

**Additional Information/Requests** (Please include information that may help us provide the most suitable position for your stall)

**Electrical Supply**

<input type="checkbox"/>	X 13 amp electrical points @ £15.00 each	<input type="text" value="£"/>
<input type="checkbox"/>	X 16 amp electrical points @ £18.00 each	<input type="text" value="£"/>

**GRAND TOTAL**

Please make cheques payable to **'Moretonhampstead Festival'**

**Signed:**  **Date:**

To confirm "I have read and accept the Terms and Conditions"

Exhibitor Check List – please ensure all the following are enclosed with your booking form:

- |   |   |
|---|---|
| <input type="checkbox"/> Cheque for full payment of stand fees, etc | <input type="checkbox"/> Copy of current Public and Product Liability Insurance Certificate |
| <input type="checkbox"/> Risk Assessment documentation              | <input type="checkbox"/> Food safety management plan  |

**The deadline for receipt of your application is 31<sup>st</sup> January 2012.** Please ensure that you have attached **ALL** requested payment and documents before returning your paperwork. Applications will not be processed if any documents are missing. Completed forms, payment and supporting documentation should be sent to:

**Moretonhampstead Festival, PO Box 7, North Bovey, Devon, TQ13 8WB**  
**E-mail: [gofton@poshpig.co.uk](mailto:gofton@poshpig.co.uk), Tel: 01647 440960**

**For Office use only:**

Date Application received:	<input type="text"/>	Date Cheque received:	<input type="text"/>	Cheque No:	<input type="text"/>
Documents Supplied:	<input type="text"/>	Date Acknowledged:	<input type="text"/>		