

HIGHCLIFFE FOOD & ARTS FESTIVAL



Trader Application Form 2020

Saturday 13th June 2020 10am - 5pm

Sunday 14th June 2020 10am - 4pm

Information

Company / Trading Name		
Primary Contact Name		
Primary Phone Number		
Email Address		
Address		
Website		
Facebook Address		
Twitter Address		
Car Registration Number		
VAT Registered?	Yes	No
If yes, what is your VAT number?		
Image of your stall attached?	Yes	No

Local Authority with which you are registered	
Date of last inspection	

Do you have Public Liability Insurance for £5 million?	Yes	No
--	-----	----

It is likely that your stand will be inspected on the day by an officer from the Council's Environmental Health Department and the Festival's Health & Safety Officer. Please indicate below and ensure you have with you the following documentation:

Documented Food Safety Management System ie HACCP	Yes	No	N/A
Temperature Control Monitoring record sheets	Yes	No	N/A
Gas and Electrical Safety Certificates	Yes	No	N/A
Do you have a Dorset Guidance Pack for mobile food vendors?	Yes	No	N/A
Do you have a Health & Hygiene rating?	Yes	No	N/A
If yes to the above answer, how many stars do you have?			

This year, we have a policy to encourage and favour traders who are using Eco-Friendly packaging for retail.

Are you using Eco-friendly packaging?	Yes	No
---------------------------------------	-----	----

Preferred Location (we cannot guarantee either)	High Street	Recreation Ground	No preference
--	-------------	-------------------	---------------

Unit Description (Please include a brief description of your product list). Street food traders must include their full menu.	
Size of Frontage (Metres)	
Size of Depth (Metres)	

Pitch Fees

	Standard Pitch (3m x 3m)	Vehicle Pitch (3m x 3m)	Corner Pitch (3m x 3m)	More than 3m
Street Food/Alcohol for consumption on site	£330	£380	£380	Additional frontage per m2 £65
Do you require more than 3m frontage, if so please advise us how much (eg 2m @£130)				

	Standard Pitch (3m x 3m)	Vehicle Pitch (3m x 3m)	Corner Pitch (3m x 3m)	More than 3m
Produce/alcohol and goods for sale to take home	£175	£225	£225	Additional frontage per m2 £55
Do you require more than 3m frontage, if so please advise us how much (eg 2m @£110)				

Power

Electricity is not available but it may be possible to bring a small silent generator.

Would you like to bring a generator?	Yes	No
My generator fits within the space booked	Yes	No

Other

I will have the appropriate fire extinguisher on display and available at all times	Yes	No
Will you be using Gas?	Yes	No
If selling alcohol, you will be required to apply for a Temporary Event Notice (TEN). Does this apply to you?	Yes	No

BUSINESS PROMOTION

As part of your stand package, we will include some information about your business on our web site. Please complete a description of your business below which we will import into the relevant section. (Please ensure that there are no mistakes as we will not be checking for errors). If you don't complete this section we will assume you don't wish to appear.

Please provide description of your business for inclusion on Festival web site (maximum 100 words)

FOOD HYGIENE & HEALTH AND SAFETY

Please ensure you have adequate supplies of hot water for washing-up, cleaning surfaces and hand washing. You are reminded that you have a duty to comply with relevant Food Hygiene and Health & Safety Legislation and you should have a copy of the BCP Mobile Food Vendor Guidelines; failure to comply may result in your stall being prevented from trading.

For further Information or advice regarding Food Hygiene or Health & Safety please contact the Bournemouth, Christchurch and Poole Council; environmentalhealth@bcpcouncil.gov.uk; 01202 454957

Please confirm you have read and understood this;	Yes
---	-----

TERMS AND CONDITIONS

2020 FESTIVAL RULES & CONDITIONS

It is understood that in signing for and purchasing exhibitor space at the Highcliffe Food and Arts Festival that the festival rules will be adhered to. The Highcliffe Food and Arts Festival is being organised by the Highcliffe Food and Arts Festival Ltd (a Community Interest Company), subsequently referred to in these terms and conditions as the Event Organiser.

EXHIBITOR APPLICATIONS

All sections of the booking form must be completed and accompanied by the following:

- Payment of the Fee as stated in the application form by bank transfer within seven days of confirmation of booking
- A copy of the exhibitor's risk assessment or method statement
- A copy of the exhibitor's public liability insurance for a minimum of £5m
- A photograph of the exhibitor's trade stand
- A full menu for fast food traders

Failure to do so will result in the booking form being returned to the Exhibitor.

The Event Organiser reserve the right to refuse or withdraw any booking at its absolute discretion, in which case, payment will be refunded to the exhibitor.

If the Exhibitor cancels the booking there will be a non-refundable cancellation fee of £100. If a booking is cancelled after the 30 April 2020 the entire booking fee remains payable. This may be remitted in whole or in part at the discretion of the Event Organiser.

EXHIBITOR TRADING RULES

1. The exhibitor must sell food and drink related products and be Local Authority registered if applicable.
2. Exhibitors will be required to enter into a formal licence with the Event Organiser prior to the Event and to comply with its terms and conditions throughout the Festival.
3. All stalls including tow bars must fit within the space booked.
4. Exhibitors must trade or have a presence at their stall for the whole of each trading day. The Festival will close at 17.00 on Saturday 13 June and 16.00 on Sunday 14 June 2020 and all stalls must be completely broken down and removed by 19.00. Vehicles will only be allowed on site after 17.00 (Saturday) and 16.00 (Sunday)
5. All vehicles must be off-site by 9.30am on each day unless the Event Organisers have granted permission for them to remain on site and parked in a dedicated Traders' Car Park displaying a valid Festival parking permit.
6. Stalls must be manned, stocked and ready to trade by 09.45 on Saturday 13 and Sunday 14 June 2020.
7. All food and drink traders must have adequate supplies of hot water for washing-up, cleaning surfaces and hand-washing and must comply with relevant Food Hygiene and Health and Safety Legislation; failure to

comply may result in your stand being prevented from trading.

8. The exhibitor is responsible for the clearance of all waste generated by their stall and must remove all rubbish (including oils and grey water) from the site at the end of each trading day. General rubbish including paper and cardboard must be placed in the roller bins provided by the Event Organiser. Oils and grey water must be properly and lawfully disposed of. Any trader failing to do so will be charged £250 to cover the cost of cleaning.

9. The exhibitor must not place goods or A boards beyond the boundaries of the stall, either on the ground or hanging, except with the permission of the Event Organiser.

10. The exhibitor must keep the stall and fittings and the space below and behind the stall clean and free from litter and ensure cooking units/grills etc. are not in contact with the public.

11. Exhibitors selling food must comply with the Weights and Measures Regulations, Food Safety (General Food Hygiene) Regulations 1995 as amended and the Food Safety (Temperature Control) Regulations 1995 as amended.

12. All exhibitors must have public liability insurance for a minimum of five million pounds. A copy of the insurance certificate must be enclosed with the application form.

13. All exhibitors using generators or flammable gas must provide adequate fire extinguishers. Those using generators must have current and signed inspection labels (or relevant certificates) on or for the electrical products concerned.

14. The Event Organiser will not be liable for any loss or damage, consequential or otherwise to any trader's property, equipment or produce.

15. The Event Organiser will endeavour to accommodate specific stall location requests when possible but reserves the right to change an agreed position if necessary or to refuse a request.

16. All traders cooking hot food must have flame retardant gazebos to specification BS 5852 and have a fire extinguisher on their stand at all times.

17. All gazebos must be made of flame retardant fabric to BS 5852 standard and weighted down by heavy metal weights on each leg.

18. The Organiser accepts no responsibility or liability for any damage to the general public, traders or other traders property caused by a trader's gazebo.

19. Exhibitors selling alcohol must apply to Bournemouth, Christchurch and Poole Council on-line for a Temporary Event Notice within the stated time frame and display the TEN on their stand. Failure to do will result in their licence to trade being revoked.

20. The sub-letting of all or part of a stall by an exhibitor is forbidden, unless authorised by the Event Organiser. Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls.

21. The Event Organiser and the Fire/Health & Safety Officer reserve the right of inspection of all stands and equipment.

22. Traders are not permitted to have more than one stall selling duplicate products/produce

23. Kettles are not permitted on site.

AGREEMENT

I/WE AGREE, UNDERSTAND AND ACCEPT THAT THIS CONTRACT WILL BE SUBJECT TO THE ORGANISERS' RULES AND REGULATIONS AND TERMS & CONDITIONS. I/WE HEREBY APPLY FOR THE SPACE AT THE FESTIVAL DESCRIBED ABOVE AND I/WE UNDERTAKE TO PAY THE REQUIRED AMOUNT AS STATED ABOVE WITH THIS AGREEMENT OR UPON RECEIPT OF AN INVOICE. I/WE FURTHER CONFIRM THAT SUBMISSION OF THIS AGREEMENT TO PARTICIPATE BY ME/US (THE TRADER) THIS APPLICATION BECOMES A LEGALLY BINDING CONTRACT AND WE MAY NOT WITHDRAW FROM THE SAME WITHOUT INCURRING CANCELLATION CHARGES. I/WE HAVE CHECKED THAT ALL THE DETAILS ARE CORRECT AND I/WE ALSO ACCEPT THAT ALL AND ANY ADDITIONS OR ALTERATIONS OR CONDITIONS WHICH ARE NOT DETAILED HEREON MUST BE CONFIRMED BY THE ORGANISERS IN WRITING. IT IS A LEGAL REQUIREMENT TO HAVE PUBLIC LIABILITY INSURANCE TO COVER YOUR TIME ON SITE. A COPY OF PUBLIC LIABILITY INSURANCE MUST BE PROVIDED TO THE ORGANISER PRIOR TO ENTERING THE EVENT SITE.

YOU WILL BE INVOICED ONCE WE HAVE RECEIVED THIS AGREEMENT AND YOUR PARTICIPATION WILL BE CONFIRMED ONCE PAYMENT HAS BEEN RECEIVED.

I hereby confirm that I have read and agree to the terms and conditions	Yes
---	------------