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| **By submitting this form, you are accepting the Festival’s Terms and Conditions and Plastics Policy as published on** [**www.broadstairsfoodfestival.org.uk/Exhibitors**](http://www.broadstairsfoodfestival.org.uk/Exhibitors)**.** If your application is successful, you will be asked to provide proof of insurance, risk assessment, and certification of food safety training. Whilst we are unable to offer exclusivity of product, we reserve the right to limit traders within each product group. **SALE OF ALCOHOL:** If serving / selling alcohol, a Temporary Events Licence will be required.  **PLEASE COMPLETE EVERY FIELD ON THIS FORM** | | | | |
| Contact name: | | | | |
| Company: | | | | |
| Address: | | | | |
| Town: | | Post code: | | |
| Mob: | | Office: | | |
| Email: | | Web: | | |
| FB: | | IG: | | |
| Name of Insurer: | | | Expiry Date: | |
| Reg authority: | | | FSA grade: | |
| **POWER**: Traders must supply own connectors and equipment needed to connect power supply. All electrical equipment (i.e anything with a plug) must be in good working condition and have a current PAT certificate | | | | |
| **WATER**: It is not possible to provide water to individual stalls, however water points are available on site, as well as access to drinking water. You will be expected to bring your own hot water hand wash unit facilities to comply with MCC EHO regulations. | | | | |
| **Victoria Gardens marquee based pitch – NON hot food stands - power accessible** | | | | *Units required* |
| Stalls are within a run with a  1.5m covered walkway. | 3.0m wide  4.2m deep | | £450 |  |
| **Electricity : priced per socket** | 13 amp | | £90 |  |
|  | 16 amp | | £95 |  |
|  | 32 amp | | £120 |  |
| **Victoria Promenade –NON hot food stands - No power accessible** | | | | *Units required* |
| Gazebos | 3m | | £400.00 |  |
| Trailer / vehicles | <4.5m | | £400.00 |  |
| Trailer / vehicles | >4.5m | | £500.00 |  |
| **Please state service /product / menu items proposed:**  **Any changes to the above must be notified to the organisers** | | | | |
| Signature | | | Date | |

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If your application is successful, you will be asked to provide proof of insurance, risk assessment, and certification of food safety training.

**Booking:**

To ensure diversity, there will be limited number of pitches by product type, so we advise early booking.

**The completed application form should be returned to:**

[**Info@broadstairsfoodfestival.org.uk**](mailto:Info@broadstairsfoodfestival.org.uk) **. Or post to 4 Dalmaney Close, Broadstairs, CT10 1HS.**

**VENUE**: Victoria Gardens and Victoria Promenade, Broadstairs. CT10 1QL (///alert.couple.rang)

## TRADING HOURS: Fri 30th Sept; Sat 1st Oct; 10.00: 18.00 Sunday 2nd Oct 10.00: 17.00

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| **Selling Alcohol**  The local authority, Thanet District Council, will be notified of all sellers of alcohol  It is the responsibility of such sellers to apply for, and obtain, a TENS licence prior to attendance.  Do allow-4-6 weeks for processing.  **Notification**  The Board will carefully consider each application.  Successful applicants will be invoiced with a non-refundable deposit payment of £50 due no later four weeks after acceptance. Unsuccessful applications may be held on a reserve list pending cancellation of traders of same type.  **Timing**  Setting up stalls: From 07.30 all days.  No vehicles will be allowed to enter the site after 09.00.  All vehicles to be off-site by 09:30.  Setting up Thursday 29th Sept from 16.00  Taking down of stalls:  From Sunday 2nd October 18.00 pm, Site to be vacated by 20.00 Sunday.  **Stallholders**  All products when offered for sale to the public should clearly indicate the provenance or origin of the product for the benefit of the consumer, so that they are able to easily identify local produce.  Stallholders whose business is beyond the county boundary may be considered though priority will be given to Kent traders/producers  **Position of stalls**  BFF will allocate the stalls and supply a plan to all stall holders in advance. Stalls on the promenade MUST remain within their allotted space to ensure adequate walkways and emergency vehicle access.  **Commercial health**  Environmental Health Officers Stallholders will visit the site to check compliance with UK Food Safety Legislation.  **Licensing**  Please advise us if you wish to sell alcohol. Anyone wishing to sell alcohol must obtain their own temporary events notice (TENS) licence. Application should be made to Thanet District Council / Licensing.  **Festival Exhibition**  All Stallholders shall behave in a way which upholds and enhances the reputation of the Festival.  **Subletting or transfer**  The subletting or transfer of the area allocated to Stallholders is forbidden.  **Dangerous Substances**  It is strictly forbidden for any dangerous substances to be used at the Festival.  **Care of the environment**  Stallholders should use environmentally friendly packaging and other materials where possible. Promotional material should bear in mind our Environmental Policy e.g., not include throwaway plastic gifts nor balloons.  **Fire and Safety Regulations**  Stallholders must comply with the following regulations:  Fire-extinguishers to be visible and accessible.  1.All cooking and heating appliances must be positioned as to guarantee complete safety.  2.It is forbidden for any appliances to be operated on alcohol, petrol or oil.  3. Only purpose designed appliances for cooking and frying may be used, (frying appliances must be fitted with a thermostat)  4. A fire extinguisher appropriate for the fuel used must be placed near such appliances.  5. All flammable paper, packaging waste must be removed from the area around any cooking appliance immediately.  Flammable or toxic gas inflated balloons are forbidden.  **PA and music**  A PA system is provided by BFF for public announcements.  Stallholder may not address visitors through microphones or loudspeakers. |  | **Use of Electric & Gas Cooking equipment**  No traders will be allowed to use any cooking equipment unless they have a suitable fire extinguishing equipment visible and near to the cooking equipment and the cooking equipment has passed a current official inspection.  **Power**  Electricity will be supplied to stallholders, where requested, at an additional charge.  Use of personal generators will not be permitted on the green; but are permitted on the promenade. Electrical equipment must have current PAT certification in accordance with British Standards requirements.  Power is NOT maintained overnight.  **Use of Propane and Butane Gas Bottles**  No traders will be allowed to use Propane or Butane Gas unless they have registered its use with the organisers,  they confirm the gas bottles are supplied through a GAS-SAFE supplier and equipment has current certification.  Victoria Gardens and the structures and equipment belonging to or hired by BFF are insured for fire and damage by BFF  **Site security**  Victoria Gardens will have a locked, perimeter security fence with a security firm in attendance overnight. so, stallholders will not need to clear their produce at the end of the trading day.  Stallholders are responsible for the security of their stalls, goods, and equipment during the opening times of the event as defined in the Schedule.  **Stall Management**  All stalls should be constructed and decorated to a high standard in keeping with the principles of the Festival  All stalls must display the stallholder’s name clearly.  Any damage to the marquees, matting, installations, pipes, cables or light fittings provided by BFF must be paid for by the responsible stallholder.  **Signage**  Stallholders may not display banners or branded material anywhere on the show site other than within their allocated stall area. Signage on fencing is restricted to Festival sponsors  **Trade waste**  Recyclable waste must be separated out, (that is, glass, cans, paper, cardboard and plastics), and taken to the designated area for disposal. Stallholders should provide own waste sacks/bins. Waste oil made NOT be left on site.  **Insurance**  Theft, breakages, flooding, water, storm and any other form of damage to the stallholders’ produce, equipment, stalls and machinery are the sole responsibility of the stall holders.  Stallholders will also be held responsible for any accidents or damage caused by their equipment, stalls, machinery or produce.  Public Liability Insurance must be held by each stallholder in the sum of £5 million. Copies of the current Public Liability insurance cover to be supplied to BFF.  The stallholders agree with the BFF to indemnify BFF from, and against, all loss, damage, or liability whether criminal or civil suffered and legal costs and fees incurred by BFF resulting from a breach of these conditions by the stallholder including any act of default or neglect of the stallholder employees or agents.  **Force Majeure**  Stallholders cannot claim for compensation of reimbursement in the case of postponement or cancellation of the Festival due to matters beyond the control of BFF such as flood, tempest, acts of terrorism and so on.  **Changes to these conditions**  All rules, regulations and conditions may be changed by notice in writing from BFF to the Stallholder at the address given on the application form attached to these conditions.  **Stallholder information**  Your trading information will be held and used in accordance with the Data Protection Act 1998. Broadstairs Food Festival will not disclose such information to any unauthorized person or body, but where appropriate will use such information in keeping you informed of the Festival and related news, activities and events unless you have indicated otherwise. |
|  |  | **T & Cs As set by the Broadstairs Food Festival board.**  All queries should be addressed to:  [Info@broadstairsfoodfestival.org.uk](mailto:Info@broadstairsfoodfestival.org.uk) .  Completed application forms should be returned to:  [Info@broadstairsfoodfestival.org.uk](mailto:Info@broadstairsfoodfestival.org.uk) . |