

NANTWICH FOOD & DRINK FESTIVAL 2012

Brookfield Hall, Shrewbridge Rd, NANTWICH, CW5 7AB Tel 01270 781295 Tel 07552 193421
email: john.nantwichfoodfestival@hotmail.co.uk www.nantwichfoodfestival.co.uk

Friday 14 September to Sunday 16 September

Exhibitor Venues: Civic Hall & Bowling Green Marquee

EXHIBITOR BOOKING FORM

Company Name _____

Address _____

Post Code _____ Tel _____

Email _____ WWW. _____

Twitter / Facebook _____

Contact Name _____

<p>Exhibition Space (Sampling and sale for off-site consumption only)</p> <p>Space £35 per foot (minimum 6 feet / £210) - all space is indoor Please ensure you book enough space to accommodate your stand as the measured layout will be strictly adhered to without exception</p> <p>If you have a preferred venue please circle (choice cannot be guaranteed):</p> <p>Civic Hall Bowling Green Marquee</p>	<p>£ _____</p>
<p>Programme Guide advertising spaces are available in the programme guide. Further information to follow. Please tick this box if interested or call Jan Roberts on 07709 977629.</p>	<p>_____</p>

Catering Should you wish to sell food & drink for immediate consumption, please contact us by phone: 01270 781295 / 07552 193421 to ensure correct pitch allocation.

Ancillary

Electricity will be provided (one 13amp socket) for all exhibitor stalls – extra sockets must be pre-booked at a cost of £50 each. To discuss refrigeration units etc please contact us on 01270 781295 07552 193421. No ancillary items will be available on festival days unless pre-booked.

Please Note

Early booking is advisable as demand for this event is extremely high. Bookings should be submitted by 31st July. We require full payment by cheque when submitting your booking form, payable to – The Nantwich Food & Drink Festival Ltd. This is returnable depending on acceptance into the event.

**Please send the completed booking form, cheque and other requested information to:
Nantwich Food & Drink Festival, Brookfield Hall, Shrewbridge Rd, NANTWICH, CW5 7AB.**
The Nantwich Food & Drink Festival Ltd reserves the right of refusal to exhibit.

I have fully read and agree with the Terms & Conditions (sign) -----

Please circle below items offered for sale

Bakery	Books	Brewing	Catering	Coffee	Confectionary
Cookware	Dairy	Delicatessen	Farm Shop	Fish	Honey
Fruit & Veg	Home Delivery	Meat	Food Assoc	Savoury	Ethnic
Liquor & Spirits	Olives & Oils	Spices	Organic Poultry	Preserves	
Utensils	Vegetarian	European	Charity Organisations		

In the event of any exhibitor disputes relating to similar goods for sale, then anyone not providing details will be asked to remove those items.

Please list below all electrical items and ratings

We need a breakdown of all electrical items to be used. Sockets provided are single sockets rated to 3kw so if your requirements exceed this then you need to order more sockets. Please contact us on 01270 781295 / 07552 193421 if you are unsure.

Please give a brief description of your company

Maximum 50 words.

Please Note

All exhibitors must provide a copy of a current risk assessment, and a copy of public liability insurance with a minimum cover of £2 million. Also copies of hygiene certificate, off-sale alcohol licence etc as appropriate.

Nantwich Food & Drink Festival

Terms & Conditions

**ALL STANDS MUST BE HIRED AND MANNED FOR THE FULL DURATION OF THE FESTIVAL.
THE OPENING HOURS OF THE FESTIVAL ARE
FRIDAY MIDDAY – 6PM; SATURDAY 9AM-6PM; SUNDAY 10AM – 5PM.**

Accidents

All accidents to be reported to member of staff at the organiser's desk, upon which a member of staff will make a full report and investigate accident area if necessary. During opening hours first aid cover will be present.

Allocation of stands

Whilst every care is taken to meet exhibitors requirements, we regret that under no circumstances can allocations be changed once finalised. Under no circumstances is sub-letting allowed.

Amplifiers/ Touting

The use of amplifiers/microphones is strictly prohibited. Trade is restricted to area allocated and no touting allowed in public walkways.

Animals

Animals other than disability aid dogs are prohibited from the Civic Hall and the Bowling Green Marquee.

Breakdown

Exhibitors are ultimately responsible for having stands fully open during festival hours, breakdown will not be allowed before closing of the festival on each day.

Cancellation

In the event of a cancellation of a fully accepted booking, then every endeavour will be made to re-let the space allocated; if it is possible to do so a refund will be made less a handling fee of £50. In the event we are unable to re-let then the applicant is liable for payment of the full amount.

Car Parking/Vehicle Movement

There will be an allocated area for exhibitor parking and all vehicles must be removed from the site to the parking area no more than 30 minutes before public opening time. Re stocking of stands will be allowed after the public have been cleared following closing time. Other than emergency vehicles, there will be no vehicles allowed on site during public opening times. Windscreen stickers with mobile contact and stand number details to be displayed at all times. For deliveries during opening hours, please contact the organisers.

Catering

Under no circumstances are exhibitors allowed to cater without prior arrangement. Sampling of products for sale is allowed, but items must be sold and wrapped if for consumption off site. Anyone wishing to apply for an on site catering franchise please contact the organisers by telephone 01270 781295 / 07552 193421. All catering/sampling exhibitors should be aware of statutory health and hygiene regulations, and carry relevant certificates and equipment necessary.

Consequential Damage

The organisers cannot accept any responsibility for any damage or claim by exhibitors for injury to property or persons on their stand. Exhibitors are responsible for the safety of their displays and machinery/equipment which must be safeguarded to the satisfaction of the organisers.

Conduct

All exhibitors are responsible for the good behaviour of any staff/agents involved in the exhibition. Any person whose behaviour is considered unreasonable by the organisers will be removed from the event without re-admission.

Displays

All display areas will be clearly marked and displays must be confined to the designated space as marked. All stands will be rigorously examined by the organisers both before and during the event.

Emergency Procedures

All exhibitors are expected to make themselves aware of the emergency procedures relating to the venue, these are clearly displayed at numerous points.

First Aid

First aid facilities will be available at the organiser's desk from set up time and throughout the festival. There will be First aid cover during the public opening times of the event. All exhibitors who are cooking on their stand are responsible for carrying a first aid kit and fire extinguisher. All exhibitors must carry a copy of a current risk assessment and certificate of public liability insurance.

Furniture Hire

Furniture can only be supplied if pre-booked.

Health and Safety

Under the terms of the Health and Safety at Work etc Act 1974 you have a responsibility to ensure so far as is reasonably practicable, the health safety and welfare of all employees and that any plant or systems of work which may be used are safe and without risk to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but that of all those working or attending the vicinity.

Insurance

Each exhibitor is responsible for insuring against any legal liability incurred in respect of injury, loss or damage to property belonging to third parties. In addition they should protect their expenditures against abandonment and cancellation or curtailment of the event.

Litter

All litter must be collected and removed from stands after each days trading and placed in the bins provided, please recycle where appropriate.

Organisers

The organiser's desk will be manned at all times during set up. This is situated at the entrance of the Civic Hall.

Public Address System /Photography

The on-site public address system is for the use of organisers only, any announcements wishing to be made other than of an emergency nature must be pre arranged with the organisers desk. Any photography undertaken by the organisers remains the property of The Nantwich Food & Drink Festival Ltd.

Refrigeration

Exhibitors who require 24hr electric for refrigeration purposes must state so on their booking form as this will not be available unless pre-booked.

Security

The organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the exhibitors from any cause whatsoever. Exhibitors are warned not to leave their stands unattended at any time during opening hours. In the event of loss or damage please inform the organisers as soon as possible.

Set Up

Set up will be available from 7am to 11.00am on Friday 14th September in the Civic Hall. Outdoor stalls can be set up from 7am each day. Stands must be set up and ready for trading by 12 noon on the 14th September. On arrival all exhibitors must report to the organisers before set up.

Sub Letting

Under no circumstances are exhibitors allowed to sub let any part of their stand as booked. All exhibitors stands should relate to their booking forms.

Vehicle Permits

Exhibitors will be issued with 1 vehicle permit per booking. Permits should be displayed at all times with stand and mobile contact details fully visible.

All enquiries to:
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CHECKLIST

- **Fully Completed Booking Form**
- **Payment Cheque**
- **Risk Assessment**
- **Insurance Certificate**
- **Other certificates as required**