



NANTWICH FOOD & DRINK FESTIVAL 2020

Friday 4th, Saturday 5th and Sunday 6th September

Onsite Catering and Instant Consumables stands

Company Name:		Contact Name:	
Address:		Land Line:	
		Mobile No:	
		Contact Email:	
		Website:	
Postcode:		Facebook Address:	

Description of products – This must be completed.

Onsite Catering / Instant consumable space is limited and has ben heavily oversubscribed in previous years.

We are asking all hot food/instant consumables traders to submit applications for consideration by 31st March 2020. Space will be allocated, and all applicants notified of the decision in early April 2020.

In deciding the allocation of space, consideration will be made to product differentiation, locality of ingredients, menu and display. Please use the space below plus additional material to provide as much detail as possible to support your application. E.g.

- Photos/images of the company at a similar event.
- Example menu with suggested prices.
- Where ingredients are sourced from.

The more information that can be provided the better. Additional material may also be emailed directly to

ICs@nantwichfoodfestival.co.uk

We try to ensure all businesses have a successful festival. Therefore, to protect others, if you have not listed an item here you will not be allowed to sell it. The festival had an estimated attendance of over 40,000 visitors in 2019.

Please indicate if your products include any of the following categories:

Vegan	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>	Gluten-free	<input type="checkbox"/>
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Please indicate any special requests or further information here

Nantwich Food and Drink Festival Limited- a company limited by guarantee, registered in England and Wales No: 07176931 VAT Reg No. 257 3570 87

Registered Address - Nantwich Food and Drink Festival, 19 Mount Drive Nantwich, Cheshire. CW5 6JF

Email: ICs@nantwichfoodfestival.co.uk **Web:** www.nantwichfoodfestival.co.uk

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Please ensure you book enough space to accommodate your stand as the measured layout will be strictly adhered to.

For example, be sure to include the space required by a tow bar. If you are bringing a trailer, you must be able to manoeuvre it into position manually.

Our standard pitch depth is 3m. If you require more space than this please confirm the actual depth of your stall, so we can best accommodate you.

Maps indicating the locations of price zones 1 and 2 are included at the end of this form.

	Space	Cost	Total
Price Zone 1 Space £200 per metre (minimum 2 metres - £400)	m	@ £200	£
Price Zone 2 Space £185 per metre (minimum 2 metres - £370)	m	@ £185	£

24 Hour Power All power requirements must be pre-booked.
If your requirements exceed this, you must order more sockets.

	Quantity	Cost	Total
13 Amp Socket		@ £45	£
16 Amp Socket		@ £65	£
32 Amp Socket		@ £95	£

On Site Overnight Space for Vehicles with Power Connection

We have a limited number of spaces available on the festival site for overnight vehicle parking with electrical connection, **in addition to** any 24-hour power you have booked for your stand as indicated above. If you require one of these spaces, please indicate below the size of your vehicle.

	Quantity	Cost	Total
		@ £50	£

Sub Total	£
VAT @ 20%	£
Total Amount Payable	£

All electrical items you wish to use must be listed below and should be recently PAT tested with certification.

Item	Wattage

Do you intend to use bottled gas or gas canisters?

Yes/No

If 'Yes' what will it be used for?

No gas canisters are allowed within the marquees.

We will need to examine the details of each application before acceptance.



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Additional Information. The following documents must be provided by catering / Instant Consumable traders where appropriate and must be valid at the time of the festival.

The Nantwich Food and Drink Festival Ltd reserves the right of refusal to exhibit if all required information is not provided.

Please mark in the "Included" column to indicate whether the document is included with your application. Also indicate the expiry date of your public liability insurance.

	Required	Included	Expiry Date
Current Risk Assessment.	YES		
Public Liability Insurance (minimum cover of £2 million).	YES		
Hygiene Certificate (where applicable). Please add the name of the local authority where you are registered as a food business here:			

Alcohol licence: if you will be serving alcohol, you must obtain a Temporary Event Notice (TEN) from Cheshire East council covering the festival period. Apply via <http://www.cheshireeast.gov.uk/business/licensing.aspx> in the month before the festival.

Processing your application

Payment is not required when sending in your application.

1. Please send us your completed application and supporting information, via email if possible.
2. After reviewing your application, we will advise you by email if we are able to offer you a place. (This review is complex and may take several weeks to be completed.)
3. **You must then pay a deposit of £50 within 7 days of receiving our offer**, to secure the booking.
4. You can pay the balance of the booking at any time, but **no later than 30th June 2020**. If we do not receive full payment by the due date, then we may cancel your booking and make your stand available to other traders on the waiting list.

No refund will be given if you subsequently cancel a secured booking.

Completed applications can be emailed to ICs@nantwichfoodfestival.co.uk. Please use email if possible, as posted applications can take a long time to reach us.

Alternatively, please forward your completed application and supporting information to:

**Nantwich Food Festival,
Civic Hall,
Market Street,
Nantwich,
Cheshire. CW5 5DG**

Please do not send applications to the festival's registered address shown at the bottom of this page. In the event of any other queries please contact us on 0300 800 0897 or email ICs@nantwichfoodfestival.co.uk

I have read and accept the Rules & Conditions of booking for the 2020 Nantwich Food Festival

Signed:		Date:	
Print Name:			

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Rules & Conditions

It is understood that in signing for and purchasing catering / Instant Consumables space at the Nantwich Food and Drink Festival that the festival rules and conditions will be adhered to.

Allocation of stands Every care is taken to meet traders' requirements but we regret that under no circumstances can allocations be changed once finalised. Under no circumstances is sub-letting allowed. All traders' stands should relate to their booking forms.

Cancellation In the event of a cancellation of a fully accepted booking, 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.

Opening Hours All stands must be manned for the duration of the festival: -
Friday 4th September 11am to 8pm
Saturday 5th September 9am to 7pm
Sunday 6th September 10am to 5pm.

Set Up Set up will be available from Thursday 3rd September, between 5 and 8pm, or on Friday between 8 and 10am (you must be ready and have vehicles off site by 10am). You will be issued with directions before the festival and you should report to the steward on arrival.

Breakdown Traders are responsible for having stands fully open during festival hours. Breakdown will not be allowed before closing of festival at 5pm on Sunday. See above for opening hours

Organisers Each trading area will have designated managers who will be able to help with any issues that may occur during the festival. The manager will introduce themselves as traders arrive to begin setup. Any queries in advance of the festival should be directed to ICs@nantwichfoodfestival.co.uk or telephone 0300 8000897.

Car Parking/Vehicle Movement This is a town centre site. There will be an allocated area for traders' parking and all vehicles must be removed from the site to the parking area no later than 1 hour 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. For deliveries during opening hours, please contact the organisers. There are a limited number of refrigerated vehicle bays with 24hr hook up. Please make sure you have booked this as they are not available unless pre-booked.

Health and Safety Under the terms of the Health and Safety Act at Work etc. Act 1974 you are responsible, so far as is reasonably practical, for 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.

Gas No gas canisters are allowed within the marquees.



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Rules & Conditions continued

Emergency Procedures All traders must make themselves aware of the emergency procedures relating to the venue. A Health and Safety booklet will be emailed to all confirmed traders prior to the festival.

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

First Aid First Aid facilities will be available from set-up time and throughout the festival. There will be First Aid cover during the public opening times of the event. First Aid can be contacted via the area steward. **All traders who are cooking on their stand must carry a first aid kit and fire extinguisher.** All traders must carry a copy of a current risk assessment and certificate of public liability insurance.

Insurance Each trader 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.

Security The organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the traders from any cause whatsoever. Traders 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. Security will be provided from the day before the festival until the Sunday evening.

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

Conduct All traders are responsible for the good behaviour of any staff/agents involved in the festival. The organisers reserve the right to ask any person whose behaviour is considered unreasonable to leave and/or refuse their attendance at any future events.

Displays All display areas will be clearly marked, and displays must be confined to the designated space as marked. The organisers will rigorously examine all stands both before and during the event.

Litter All litter must be collected and removed from stands after each day's trading and placed in the refuse skips provided. Please recycle where appropriate.

Public Address System /Photography The onsite 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 marquee manager's desk. Any photography undertaken by the organisers remains the property of The Nantwich Food and Drink Festival Ltd.

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

Animals - Animals other than disability aid dogs are prohibited from the exhibition space.

Town Centre Map – Allocated stand information and parking facilities will be forwarded to you 5 – 10 days prior to the festival weekend.

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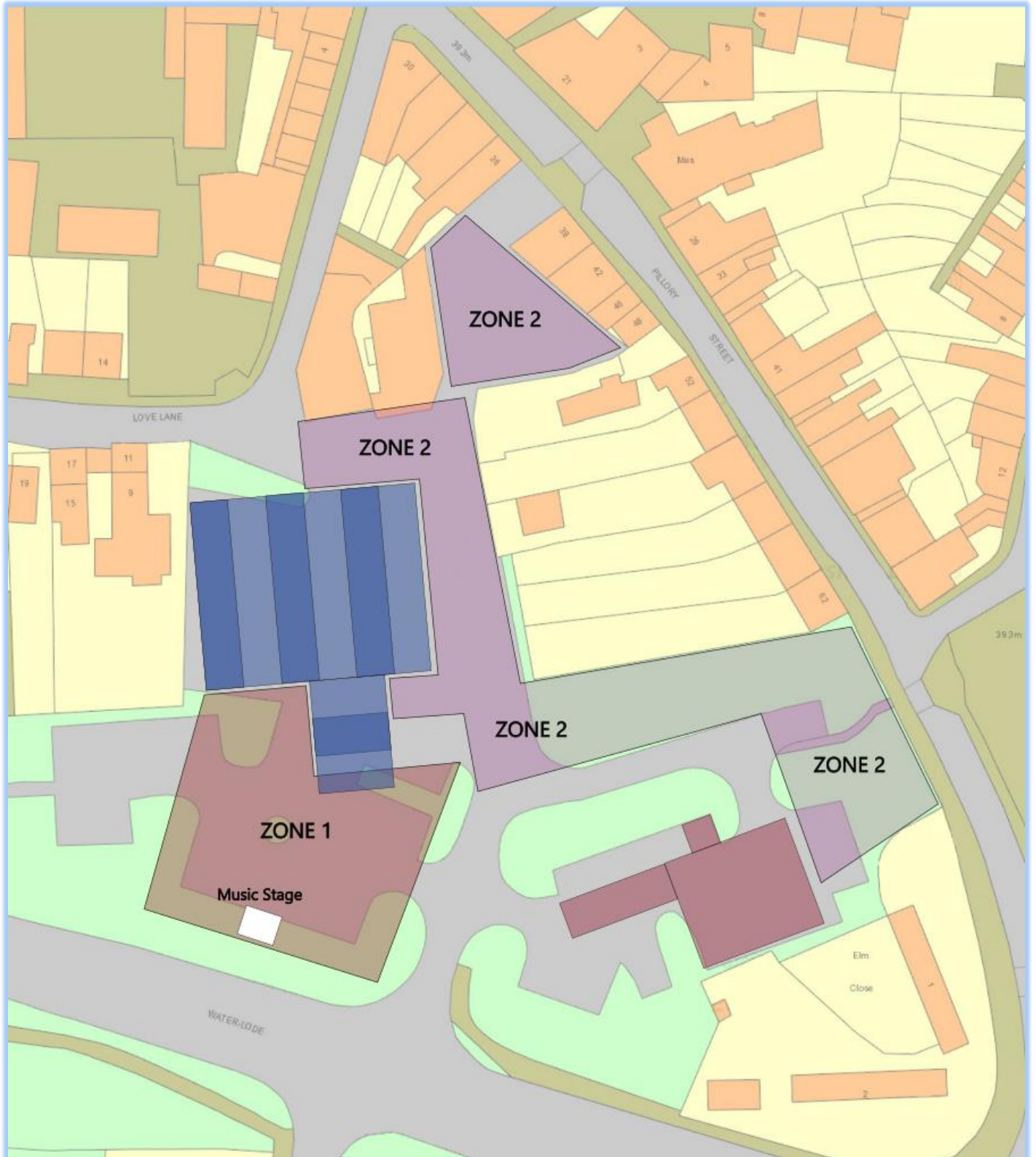
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Love Lane Pricing Zones



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Bowling Green Pricing Zones



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