



NANTWICH FOOD & DRINK FESTIVAL 2020

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

EXHIBITOR BOOKING FORM

Priority will be given to 2019 Exhibitors until 31 March 2020

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

Description of products – This must be completed.

Please indicate if your products include any of the following categories: Vegan Vegetarian Gluten-free

Please indicate any special requests or further information here



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Exhibition space- sampling and sale for offsite consumption only	Space	Cost	Total
Space £130 per metre (minimum 2 metres - £260) - Most of our exhibitor space is provided using a shell scheme within marquees. Note that, in the marquees, available space will be 4cm less than the metres booked , to allow for the stall partitions. - Please ensure you book enough space to accommodate your stand as the measured layout will be strictly adhered to. *Discounts are available as follows: - Nantwich providers of food and non-alcoholic drink @ £91 per metre - Local area providers of food and non-alcoholic drink (based within 10 miles of Nantwich town centre) @ £104 per metre - Outside the local area, a 20% discount for exhibitors who we believe will increase variety and diversity at the festival. Please see the website for further details.		@ £130*	£
Corner stand	Y/N	Cost	
Some corner stands are available in the marquees, which offer extra frontage. Please indicate (Y/N) if you would like one of these stands, if available, for an additional £40.		£40	£
Additional Information			
We have some additional space outside our main marquees, with and without cover. We will assume you need cover, but if you don't, or can bring your own, then please indicate here.	No cover needed		
	Can bring own cover		
	Do not need a table		
Included in the cost, we can provide 1 table and 2 chairs. If you do not need a table can you indicate by placing a ticking the box opposite			
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	Quantity	Cost	Total
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.			
		@ £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

Nantwich Food and Drink Festival Ltd - 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: exhibitors@nantwichfoodfestival.co.uk Web: www.nantwichfoodfestival.co.uk

Nantwich Food Festival is operated on a not for profit basis by volunteers



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Additional Information. The following documents must be provided by exhibitors 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.

Payment

All applications must be accompanied by a deposit of £50 to secure the booking.

If for any reason we are unable to confirm your booking, then the deposit will be returned.

No refund will be given if a secured booking is subsequently cancelled by the exhibitor.

The balance of the booking can be paid at any time, but no later than 30th June 2020.

In 2019 we sold out of space with an estimated festival attendance of over 40,000 people over the three days.

Cheque Payment

I enclose a cheque for £

Please make cheques payable to THE NANTWICH FOOD AND DRINK FESTIVAL LTD

Electronic Transfer / BACS Payment

Sort Code:	08-92-99
Account Number:	65396665
Account Name:	Nantwich Food and Drink Festival Ltd

Please quote your company name as a reference when making payment and advise us by email to accounts@nantwichfoodfestival.co.uk



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Completed applications can be emailed to exhibitors@nantwichfoodfestival.co.uk

Alternatively, please forward Booking Form and all supporting documents 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 exhibitors@nantwichfoodfestival.co.uk

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

Signed:		Date:	
Print Name:			



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Rules & Conditions

It is understood that in signing for and purchasing exhibitor 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 exhibitors' requirements but we regret that under no circumstances can allocations be changed once finalised. Under no circumstances is sub-letting allowed. All exhibitors' 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 Exhibitors 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 exhibition area will have designated managers who will be able to help with any issues that may occur during the exhibition itself. The manager will introduce themselves as exhibitors arrive to begin set up. Any queries in advance of the festival should be directed to exhibitors@nantwichfoodfestival.co.uk or telephone 0300 8000897.

Car Parking/Vehicle Movement This is a town centre site. There will be an allocated area for exhibitor 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.

Catering Under no circumstances are exhibitors allowed to cater without prior arrangement. Anyone wishing to apply for an onsite catering stand must complete the Instant Consumables Booking Form. All exhibitors should be aware of statutory health and hygiene regulations, and carry relevant certificates and equipment necessary.

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 exhibitors are expected to make themselves aware of the emergency procedures relating to the venue. A Health and Safety booklet will be emailed to all confirmed exhibitors 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 exhibitors who are cooking on their stand must carry a first aid kit and fire extinguisher.** All exhibitors must carry a copy of a current risk assessment and certificate of public liability insurance.

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.

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. 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 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. The organisers reserve the right to ask any person whose behaviour is considered unreasonable to leave and/or refuse their attendance at any future exhibition.

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 the 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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