NANTWICH FOOD & DRINK FESTIVAL 2025

Friday 29th, Saturday 30th and Sunday 31st August

EXHIBITOR BOOKING FORM

This form is for sales for off-site consumption only

If you will be offering food / drink for immediate consumption then please apply using the Instant Consumables form.

Company Name:		**Contact Name:**	
Postal Address:		**Land Line No:**	
		Mobile No:	
		Contact Email:	
		Website:	
Postcode:		**Your preferred social media address:** *(Your entry on our website will link to this.)*	

Business summary (a brief description of your business) *This will appear in your exhibitor entry on our website.*

List the products you will be offering at the festival. Important: we advise you to focus on your best products, not to offer a wide variety of products. *(This will help us decide whether we can fit you into the festival and the most appropriate location.)*

Please indicate if your products include any of these categories:	**Vegan**		**Vegetarian**		**Gluten-free**	

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Exhibition space- sampling and sale for offsite consumption only	Stand width (metres)	Cost per metre	Total
Stand width required - £137* per metre (minimum width 2 metres - £274) ***Reduced rates are available as follows:** - £96 per metre for Nantwich artisan producers (excluding alcohol) - £110 per metre for local artisan producers (excluding alcohol), based within 10 miles of Nantwich town centre - Outside the local area, @£110 per metre for exhibitors who we believe will increase quality / diversity at the festival. Please see the website for further details.		**£137 / £110 / £96 ***	**£**
Corner stand (within the marquees only)	**Y/N**	**Cost**	
Some corner stands are available in the marquees, which offer an extra 2m side frontage. Please indicate (Y/N) if you would like one of these stands, if available, for an additional £42. (You'll only be charged if one is available.)		**£42**	**£**

Type of space required Indicate Y/N against options A, B or C below. If you can offer more than one option, indicate which you prefer.	Y/N	Prefer?
A) Stall within one of the marquees… Most of our exhibitor space is provided using a shell scheme within marquees. - Standard stall depth is 2m. Note, the **available width will be 4cm less than the metres booked**, to allow for the stall partitions.		
We assume you will need a table and 2 chairs. **If you do not need** these, please indicate by placing an X in the box here. — Put an X here ➔ if you do not need table /chairs		
B) Space for your own gazebo, or you don't need cover… Space is available outside the marquees for exhibitors to pitch their own gazebos, or if cover is not needed. (The width is charged at the same rate as the marquee space stand width.) *A depth of 3m will be assumed.* ***Indicate here if you need more than this….***		
C) Trading space for a vehicle or trailer… Please indicate whether vehicle or trailer and provide the weight and dimensions, including any extra length you need to get in and out of your vehicle/trailer. Space is charged by the length, at the same rate as the marquee space stand width. Extra length for access is charged if more than 0.5m.		

Vehicle or trailer?	Weight (kg)	Length (m)	Extra length for access (m)	Width (m)	Height (m)

Power for your stand *(provided continuously for the duration of the festival)* **You must book your power in advance.** (Please do not expect this to be provided at the last minute)	Number of sockets	Cost per socket	Total
13 Amp Socket		**£47**	**£**
16 Amp Socket		**£68**	**£**
32 Amp Socket		**£100**	**£**

Refrigerated Vehicle Bay with Power Connection	Y/N	Cost	Total
We have a few spaces available on site for a vehicle overnight with electrical connection, separate from any power you may have booked for your stand as indicated above. If you require one of these spaces, please indicate your vehicle weight and dimensions…		**£53**	**£**

Weight (Kg)		Length (m)		Width (m)		Height (m)	

Subtotal for this page	**£**

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Subtotal from previous page, carried forward	**£**

Advertising opportunities *More details in **Advertising Opportunities for Exhibitors 2025.pdf** on the Trade page of our website.* *For queries, email sponsors@nantwichfoodfestival.co.uk or call Nanna on 07815 713158*	**Y/N**	**Cost**	**Total**
Promote your business on a roadside board for £100 (discounted from £250) • Your logo on a festival roadside board (a number of locations available around Nantwich) • A great way to increase awareness of your business ahead of the festival • Boards stay up for at least 6 weeks.		**£100**	**£**
Advertise on a fence banner for £300 (discounted from £350, including free bespoke banner) • Your images and messaging on a 3375mm x 1800 mm mesh banner, displayed around the perimeter of the Love Lane area at the festival • Price includes production of the banner (based on your own artwork).		**£300**	**£**

Total (not including VAT)	**£**
VAT @ 20%	**£**
Total amount payable, inc. VAT	**£**

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.	

Food Safety

To ensure that all the food sold and consumed at the festival is safe, all food exhibitors must read and adhere to the **Food Safety Rules**, available on the website.

A) **Tick this box** to confirm you will adhere to the festival's Food Safety Rules…				
B) How will you **store high-risk foods at 8°c or below?**	*Using **refrigeration?***	Y/N	*Using **ice packs?***	Y/N
***In other ways** (describe)…*				
C) How will you ensure you **keep high-risk foods on display, unrefrigerated, for no more than 4 hours?**				

NANTWICH FOOD & DRINK FESTIVAL 2025

Friday 29th, Saturday 30th and Sunday 31st August

Compliance Documents. 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 to refuse exhibitors 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:	YES*		
Gas safety certificate (*if you will be using gas. Note, gas is not allowed in marquees.)	YES*		

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/alcohol_and_entertainment/temporary_event_notice.aspx in the month before the festival.

Sustainability

Please tell us how you are following the latest government guidance on single-use plastics:

Processing 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 may take several weeks)
3. If you receive an offer, **you must pay a deposit of £100 within 14 days to reserve your place.**
4. Then, you must pay the balance of the booking **no later than 30th June 2025**. If we do not receive full payment by the due date, we may cancel your booking and make your stand available to other traders on the waiting list.

See **How to Pay**, below, for details of how to pay the deposit and balance. **No refund will be given if you subsequently cancel a secured booking.**

Completed applications should be emailed to exhibitors@nantwichfoodfestival.co.uk. If you cannot use email, then you can post / deliver your completed application and supporting information to:

Nantwich Food Festival, Civic Hall, Market Street, Nantwich CW5 5DG

Please do not post 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

NANTWICH FOOD & DRINK FESTIVAL 2025

Friday 29th, Saturday 30th and Sunday 31st August

How to Pay

Payment is not required when sending in your application – only when we have offered you a place.

When requested, please pay by bank transfer, to:

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

If bank transfer is not available, you can send a cheque (payable to Nantwich Food and Drink Festival Ltd) to the festival address, above. You may contact us on 01270 620354 if you have any payment queries.

I have read and accept the Rules & Conditions of booking for the 2025 Nantwich Food and Drink Festival			
Signed:		**Date:**	
Print Name:			

Rules & Conditions

By signing for and purchasing exhibitor space at the Nantwich Food and Drink Festival, exhibitors agree to adhere to the festival rules and conditions.

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: If you need to cancel your booking:

- Before 31st March, any money paid will be refunded in full, less a £50 administration charge.
- After 1st April and up to 31st July, we will try to re-book your allocated space and, if we can, will refund your money less the £100 deposit.
- After 31st July, you will not be eligible for a refund of any money paid.

Opening Hours All stands must be manned for the duration of the festival:
Friday 29th August 11am to 8pm
Saturday 30th August 9am to 7pm
Sunday 31st August 10am to 5pm.

Set Up Set up will be available from Thursday 28th August, between 5 and 8pm (for Love Lane and Bowling Green areas), and on Friday between 7:30 and 10:30am. **You must have vehicles off site and be ready to trade by 10:30am**. You will be issued with joining instructions before the festival and you should report to the steward on arrival. Note, if your booking location is the town square, then set-up is only available on the Friday, 7:30-10:30am. This is because only limited security is provided overnight on the Thursday in the town square.

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 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 when you arrive to begin set up. Any queries in advance of the festival should be directed to exhibitors@nantwichfoodfestival.co.uk or telephone 0300 8000897.

Continued on next page…

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 ½ hour before public opening time.

Traders may re-stock their stands only after the public have been cleared following closing time. Other than emergency vehicles, no vehicles will be 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.

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.

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 Thursday evening before the festival until the Sunday evening, at the Bowling Green and Love Lane sites. In the town square, only limited security will be provided on the Thursday evening, with full security starting on the Friday morning.

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 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 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.

Waste & Recycling All waste should be managed in line with the Waste Process for Exhibitors. Details will be included in the Joining Instructions.

Public Address System /Photography The onsite public address system is for the use of organisers only. Except in emergency, any announcements must be pre-arranged with the marque 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 exhibitor marquees.

Town Centre Map Joining instructions and parking facilities will be forwarded to you 5-10 days prior to the festival weekend.