

Friday 23rd, Saturday 24th, Sunday 25th & Monday 26th August 2019

STALLHOLDER APPLICATION

- **ALL fields must be completed.**
- Application must be returned with supporting documentation by **Friday 26th April 2019.**
- We will only accept applications and supporting documents by **POST.**
- Bookings are only being taken for all four days.
- We accept card payments over the telephone.
- Cheques should be made payable to **Bolton Council.**
- Please ensure you have read and signed the rules and regulations.
- Standard trading hours 10am - 6pm Fri, Sat & Sun. Mon 10am - 5pm.

PERSONAL DETAILS

Name: _____

Company Name (if applicable): _____

Address: _____

Postcode: _____

Email: _____

Daytime Phone: _____ Mobile Phone: _____

Web Address: _____

Twitter / Facebook: _____

I have attended the Food & Drink festival previously. YES / NO If **yes**, which year(s)? _____

YOUR PRODUCE

- | | | |
|---|---|---|
| <input type="checkbox"/> Beer & Cider | <input type="checkbox"/> Dairy | <input type="checkbox"/> Olives & Oils |
| <input type="checkbox"/> Books & Publications | <input type="checkbox"/> Demos | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Breads & Baked Goods | <input type="checkbox"/> Educational | <input type="checkbox"/> Puddings & Desserts |
| <input type="checkbox"/> Cakes & Patisserie | <input type="checkbox"/> Fish & Seafood | <input type="checkbox"/> Sauces, Pickles & Chutneys |
| <input type="checkbox"/> Cereals | <input type="checkbox"/> Fresh Fruit & Veg | <input type="checkbox"/> Seeds, Nuts & Dried Fruits |
| <input type="checkbox"/> Charity | <input type="checkbox"/> Fresh Meat | <input type="checkbox"/> Spirits & Liqueurs |
| <input type="checkbox"/> Cheese | <input type="checkbox"/> Game & Poultry | <input type="checkbox"/> Tea & Coffee |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Herbs & Spices | <input type="checkbox"/> Vegetarian Foods |
| <input type="checkbox"/> Cooked & Cured Meats | <input type="checkbox"/> Honey, Jams & Marmalades | <input type="checkbox"/> Wine |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Non-alcoholic Drinks | <input type="checkbox"/> Other |

Product Description

Please detail your produce, especially if selling secondary products due to a conflict of interest with other traders.

Are you selling food for immediate consumption? Yes No
If yes, please attach a sample menu giving prices.

Have you or your business ever won any awards for your product(s)? Yes No
If yes, please give details:

STALL / PITCH REQUIREMENTS

Bring Own Stall

3m x 3m

6m x 3m

Other Size _____

Hire Stall

3m x 3m

6m x 3m

Catering Vehicle / Trailer

If you would prefer to bring your own stall/trailer, we may be able to accommodate you. (Please note this is a hardstanding site, so weights will need to be used to secure your structure).

FULL description of your pitch / vehicle including **ALL** measurements: - *pizza ovens, window hatches (when opened), tow bars etc*) and attach a picture.

No other vehicles (*including chillers*) will be accommodated next to or close to your allocated pitch. Parking is available off the festival site.

STALL LOCATION

1st Choice _____

2nd Choice _____

3rd Choice _____

Same as last year _____

Comments/concerns/requirements:

What type of waste do you generate on your stall that will need to be disposed of?

- | | | | |
|-------------|--------------------------|---------------------------------|--------------------------|
| Food | <input type="checkbox"/> | Paper & Card | <input type="checkbox"/> |
| Oil & Fats | <input type="checkbox"/> | Glass, Plastic bottles and Cans | <input type="checkbox"/> |
| Dirty Water | <input type="checkbox"/> | Other | _____ |

POWER ARRANGEMENTS

GAS

Will you be cooking on your stall?

Yes No

If **yes**, what fuel will you use? (*Charcoal, Wood, LPG etc*) _____

ELECTRICITY

- Stall holders are required to provide their own distribution beyond the option chosen above.
- Please ensure that you order sufficient power for your requirements as we cannot accommodate any changes on the day of the load in.
- A PAT certificate must cover all cables/leads and equipment and be current on the date of the festival.

Power will be costed and supplied as per the options below. Please tick your power requirements.

Single phase (230volt) up to 3KW	16 amp Ceeform socket outlet (blue socket, external)	£19.12 per day (£76.50)	
Single Phase (230volt)	32 amp Ceeform socket outlet (blue socket, external)	£24.22 per day (£96.90)	
Three Phase (415/230volt)	32 amp (per phase) 5 pin Ceeform (red socket)	£54.82 per day (£219.28)	

24hr Power	Limited to certain areas* Deansgate, Oxford St, Market St, Victoria Square. Newport St* Additional charges apply if power is required for 24hrs continuous demand (<i>e.g. fridges/freezers</i>)	
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EQUIPMENT

You must list **ALL** electrical and/or gas appliances that you intend to use at the event.

Appliance and/or Equipment (inc number of extension leads etc)	Gas and/or Electric	How many Amps? Watts? Hired?

Food traders must forward a copy of food hygiene certificate and **bring original** on the day.

1. Name of Food Business Operation? • Is the food business registered? • With which Local Authority?		For official use only
2. Name and address of food business operator.		
3. What types of food are you serving?		
4. Is all food prepared/cooked on stall? If no, please give details of facilities on stall.		
5. Do any foods require refrigeration? If yes, please give details on stall.		
6. Please give details of cooking arrangements (fuel type/source).		
7. Please give details of wash hand facilities.		
8. Please give details of equipment cleaning/washing facilities.		
9. Please state how food will be stored overnight.		
10. Please state the amount of oil carried and if deep frying is used?		
11. Is real flame cooking involved? If yes, please describe.		
12. Please state the number of waste bins carried.		

- Please ensure your written Food Safety Management System is available when trading.
- Water will be available at certain times of the day; traders must provide their own suitable containers.
- Please note that the Event Managers and Environmental Health Officers will use information given on this form for checks on the days you trade.

Opening Check: Date: _____ **Time:** _____

Signature of officer: _____ **Name:** _____

Comments/ areas of concern: _____

Festival Rules and Regulations

1	Where possible the Festival Office will separate similar products offered for sale and reserve the right to give the public variety and choice. The Festival Office will make reasonable efforts to satisfy requests to reserve specific positions, but guaranteed locations are not possible.	11	All stalls must be staffed, stocked and open to the public as follows: Friday 23 rd 10am - 6pm Saturday 24 th 10am - 6pm Sunday 25 th 10am - 6pm Monday 26 th 10am - 5pm
2	Stall holders must ensure they are adequately insured. Copies of Public Liability Insurance certificates for a minimum of £5 million must be returned with your booking form.	12	Traders are expected to staff their stalls and be open for business on each of the 4 days. The failure of an exhibitor to trade at any time when the festival is open will result in exclusion from future festivals.
3	There is no access to the site until 6pm on Thursday 22 nd August 2019. Access on this date must be agreed in advance. Trading vehicles must not leave the site until after 5pm on Monday 26 th August 2019.	13	Single day bookings will not be accepted.
4	There are vehicle restrictions within the town centre. Access and loading/unloading zones will be sent to traders prior to the event. These guidelines must be adhered to at all times.	14	Stall holders must regularly clear all rubbish and debris from the vicinity of their stalls. This must be disposed of in the allocated trade waste areas.
5	An electricity supply will be made available to each stall requesting power, thus the use of personal generating sets is strictly prohibited.	15	It is the responsibility of Stall holders to safeguard their property. The Festival Office does not accept any responsibility for any losses or damage.
6	All electrical equipment must have a current PAT test certificate. Copies of certificates must be provided with your application.	16	Stall holders are to display their name and address in a size and style that can easily be seen by the public.
7	24hr Power - Limited to certain areas* Deansgate, Oxford St, Market St, Victoria Square. Newport St*	17	Stall holders are to display at all times the price of goods being sold.
8	Refrigeration – Stall holders who require 24hr electric refrigeration, either by vehicle or display must state on their booking form as this will not be available unless pre-booked. Restricted areas on site will apply for 24hr power including refrigerated vehicles. There is NO ON-SITE REFRIGERATION available for traders to use.	18	Any stall holder, who cancels a booked stall for whatever reason, shall forfeit the fees paid and the Festival Office shall reserve the right to re-let such stalls. No refunds will be given due to bad weather. If you cancel before the 30th June 2019 , 50% of your fee will be refunded. <u>If you cancel after that date, NO refund will be given.</u>
9	All stall holders must make sure equipment including refrigeration and kitchen equipment does not exceed the area booked.	19	Bolton council reserves the right to cancel this event at any time due to circumstances beyond our reasonable control including, without limitation, any act of God, government act, war, riot, flood, storm, explosion or civil commotion.
10	TENS – Licence costs apply if accepted to attend the festival. Applications must be submitted by Friday 21st June 2019 . Alcohol produce purchased from the festival must be sealed in a bag on leaving the trader.	20	GDPR - Your application data will only be used within the Festival offices for the purpose of assessing suitability for trading at Bolton Food & Drink Festival. Your details will not be shared or sold to any third parties. If you wish for us to delete your data after the 2019 Bolton Food & Drink Festival, please email bolton.markets@bolton.gov.uk

Name / Business Name: _____

Position in Company: _____

Signature: _____

Date: _____

PAYMENT

On receipt of confirmation of stall offer, full payment must be received by **Friday 31st May 2019**.

Payments can be made by electronic card, cheque or cash.

Cheques must be made payable to **Bolton Council** (send to the address below).

Please write your name or business name on the reverse of the cheque.

Failure to pay in full on acceptance of a stall offer will result in your offer being withdrawn.

DECLARATION AND CHECKLIST

(Please indicate if certificate(s) need renewing).

I have read the Rules and Regulations and agree to abide by them.			
I have completed the Stall Holder Application Form.			
I attach a copy of my Public Liability Insurance Certificate.			
I attach a copy of my PAT Test Certificate.			
I attach a copy of my Gas Test Certificate.			
I attach a copy of my Basic Food Hygiene / Food Ratings Certificate.			
I attach a copy of my Risk Assessment.			
I will apply for a temporary event notice licence. (TENS)			
Alcohol Trader Sales.	ON Sales	OFF Sales	ON/OFF Sales
I have listed <u>ALL</u> electrical / gas appliances and power intended for use at the event.			
Full description and measurements of stall / trailer given.			
Photograph of stall / trailer / vehicle included.			
24 Hour power required. <i>(Limited to certain areas only)</i>			
Parking Pass. <i>(How many?)</i>			

Declaration and signature of contract: _____ Date: _____

Name: _____ Position: _____

Please return this form by Friday 26th April 2019 to:

2019 Bolton Food & Drink Festival
 Market Management Office 7
 Bolton Market
 Ashburner Street
 Bolton
 BL1 1TJ

Tel: 01204 333612

Email: bolton.markets@bolton.gov.uk
 christina.merrick@bolton.gov.uk

