

Bolton Food & Drink Festival 2018

STALLHOLDER APPLICATION: Friday 24th, Saturday 25th, Sunday 26th & Monday 27th August 2018

Please note:

- Application must be returned with relevant documentation by **27th April 2018**
- **ALL fields must be completed.**
- We will only accept application by email.
- Send supporting documents as a separate attachment.
- Bookings are only being taken for all four days.
- We now accept card payments.
- Cheques should be made payable to **Bolton Council** and sent to the address below.
- Please ensure you have read and signed the rules and regulations.
- **Standard trading hours 10am - 6pm Fri, Sat & Sun. Mon 'til 5pm, Le Mans Crescent 'til 10pm (excluding Monday).**

1. PERSONAL DETAILS

Contact Name: _____

Company Name (if applicable): _____

Postal address: _____

_____ Postcode: _____

Email address: _____

Daytime telephone: _____ Mobile telephone: _____

Website address: _____

Business Twitter / Facebook: _____

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

2. YOUR PRODUCE

Please select which category your product best fits into:

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

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[@boltonfoodfest](https://twitter.com/boltonfoodfest)



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Product Description (attach additional pages and pictures where applicable):

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:

Will you be cooking on your stall? Yes No

If yes, what fuel will you use? _____

3. STALL & PITCH REQUIREMENTS (Please tick a box)

No of stall Use our stall* Bring your own stall Catering Vehicle/Trailer
*3m x 3m

If you would prefer to bring your own stall/unit/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).**

Please give us a FULL description of your pitch/vehicle, include ALL measurements and attach a picture.

STALL LOCATION: Please list your first, second and third choice of stall location:

1st choice _____

2nd choice _____

3rd choice _____

Comments/concerns/requirements:

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

Food

Oil & Fats

Paper and card

Glass, Plastic bottles and Cans

Other _____

Waste will be managed in accordance with festival plans.

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6. PAYMENT

On receipt of confirmation of stall offer, full payment must be received by **Friday 25th May 2018**

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

Cheques must be made payable to **Bolton Council** and sent 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.

MARKETING OPPORTUNITIES

The festival has a range of marketing activity taking place in the run up to and during the event. Would you be interested in any such marketing/advertising opportunities? Yes* No

**A member of the marketing team will be in contact with you to discuss opportunities further (these include online adverts on the festival's website, listings or adverts within the dedicated Festival Guide etc).*

7. DECLARATION AND CHECKLIST:

(Please indicate if certificate needs renewing or n/a if not applicable)

Please tick

I have read the Rules and Regulations and agree to abide by them.	
I have completed the Stall Holder Application Form	
I attach a separate copy of my Public Liability Insurance Certificate	
I attach a separate copy of my PAT Test Certificate	
I attach a separate copy of my Gas Test Certificate	
I attach a separate copy of my Basic Food Hygiene and Food Ratings Certificate(s)	
I attach a separate copy of my Risk Assessment	
I will apply for a temporary event notice license (TENS)	
I have listed ALL my electrical and/or gas appliances intended for use at the event	
PAT Test required on the day of the festival	
24 hour power supply is required	
Photograph of my stall/trailer/vehicle included	

Declaration and signature of contract: _____ Date: _____

Name: _____ Position: _____

Please return this form by 27th April 2018 to:

Market Management Office 7,
Bolton Market,
Ashburner Street,
Bolton, BL1 1TJ

Email: bolton.markets@bolton.gov.uk

Tel: 01204 333612

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SECTION 2

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

1. Name of Food Business Operation? <ul style="list-style-type: none"> • 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: _____

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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.	9. All stalls must be staffed, stocked and open to the public as follows: Friday 25 th 10am - 6pm Saturday 26 th 10am - 6pm Sunday 27 th 10am - 6pm Monday 28 th 10am - 5pm Le Mans Crescent: 10am - 10pm (5pm close Mon 28th)
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.	10. 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 23 rd August. Access on this date must be agreed in advance. Trading vehicles must not leave the site until after 5pm on Monday 28 th August.	11. 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.	12. 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.	13. 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 stall holders must make sure equipment including refrigeration and kitchen equipment does not exceed the area booked.	14. Stall holders are to display their name and address in a size and style that can easily be seen by the public.
7. 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.	15. Stall holders are to display at all times the price of goods being sold.
8. All electrical equipment must be PAT tested. Copies of certificates must be provided with your application.	16. 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 July 2018 , 50% of your fee will be refunded. <u>If you cancel after that date, NO refund will be given.</u>
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.	

Name / Business Name: _____

Position in Company: _____

Signature: _____

Date: _____

(For office use only)

Date Received:	Pitch No. allocated:	Receipt Number:	Amount Paid:

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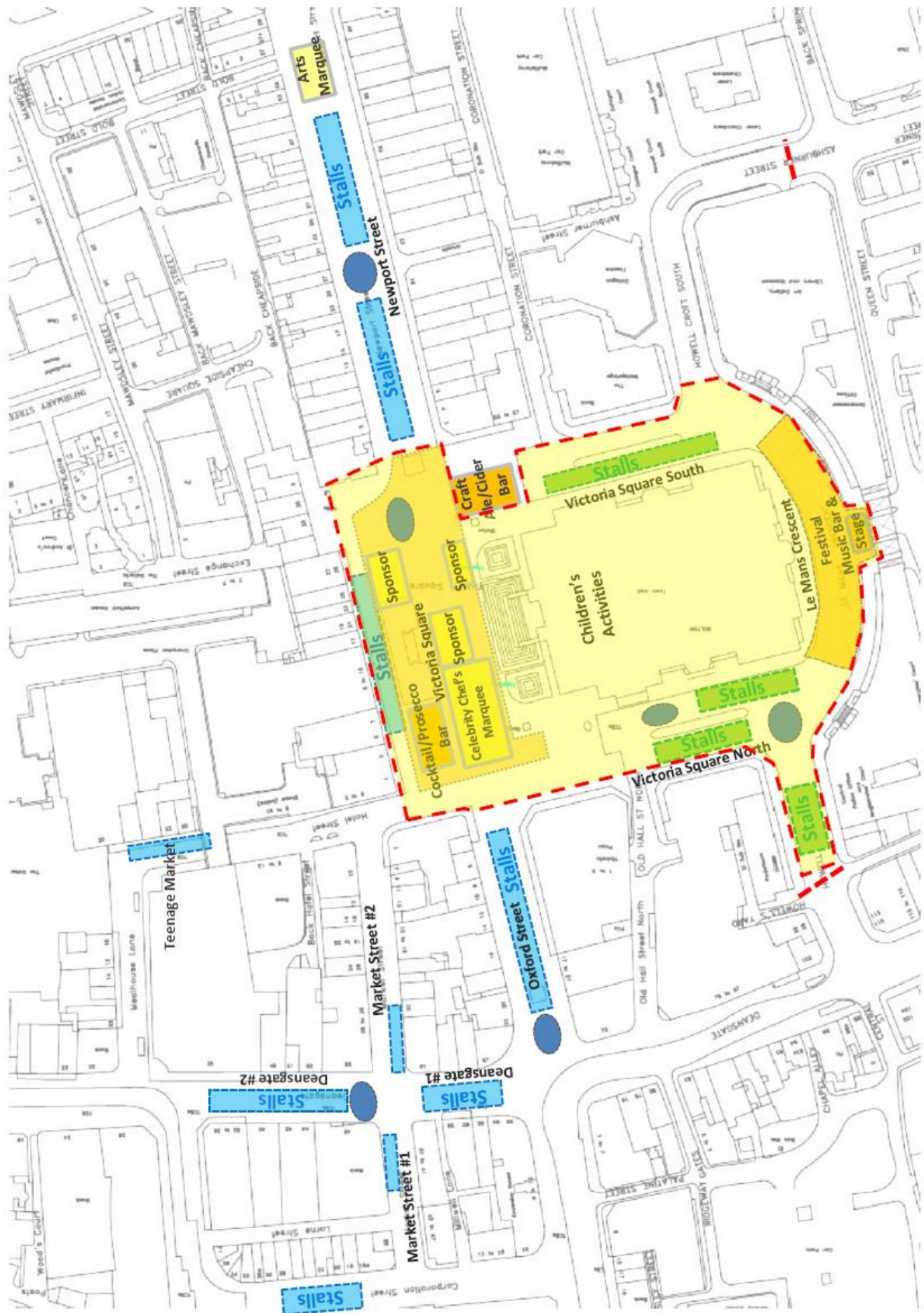


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Festival Site Map 2018 (highlighted area indicates premium pricing for On Sales Food)



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