

## Stallholder Application 2017

Friday 25<sup>th</sup>, Saturday 26<sup>th</sup>, Sunday 27<sup>th</sup> and Monday 28<sup>th</sup> August 2017

**Please note:**

- Application must be returned with relevant documentation by **28<sup>th</sup> April 2017**
- Bookings are only being taken for all four days.
- We now accept card payments.
- Cheques should be made payable to **Bolton Council**.
- Please ensure you have read and signed the rules and regulations.
- Trading hours are 10am - 7pm Fri, Sat & Sun. Mon till 5pm and Le Mans Crescent till 10pm.

**Bolton Markets**

Ashburner Street  
Bolton  
BL1 1TJ  
Tel: 01204 333612  
Email: bolton.markets@bolton.gov.uk  
www.bolton.gov.uk/markets  
Twitter @BoltonMarkets  
Facebook: **Bolton Markets**

### 1. PERSONAL DETAILS

Contact Name: \_\_\_\_\_

Company Name: (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

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)     |

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

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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:

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Will you be cooking on your stall? Yes  No

If **yes**, what fuel will you use?

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If you would prefer to bring your own stall/unit/trailer, we may be able to accommodate you. Please give us a full description of your unit including all measurements and attach a picture if possible.

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### 3. UTILITY REQUIREMENTS

#### Details of electricity usage - electricity prices will be confirmed on offer

Power will be costed and supplied as per the options below.

Please ensure that you order sufficient power for your requirements as we cannot accommodate any changes on the day of the load in. All appliances using council supplies will need PAT certificates before connection is permitted.

A PAT test can be offered for a £25 fee if this is required on the day.

#### Single phase (230volt) up to 3KW

13 amp single socket outlet – 3000W (internal use only)

16 amp "Ceeform" socket outlet (blue socket, external)


£18.75 per day (£75.00)

#### Single Phase (230volt) 4KW

13 amp double socket outlet (internal use only)

32 amp "Ceeform" socket outlet (blue socket, external)

63 amp "Ceeform" socket outlet (blue socket, external)


£23.75 per day (£95.00)

#### Three Phase Supply (415/230volt)

32 amps per phase) 5 pin "Ceeform" red socket

63 amps per phase) 5 pin "Ceeform" red socket


£53.75 per day (£215.00)

£78.75 per day (£315.00)

Stall holders are required to provide their own distribution **beyond the option** chosen above.

Please note, there will be additional charges if power is required for 24hrs continuous demand (fridges/freezers)

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.

#### 4. PAYMENT

On receipt of confirmation of stall offer, full payment must be received by **Friday 26<sup>th</sup> May 2017**

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

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

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.**

#### Required Documents

- Please forward a copy of **valid** Public Liability Insurance Certificate & bring original with you on the day.
- Please ensure you have **working** fire precaution & firefighting equipment with you on the day of the event.
- Please supply **photograph** of catering vehicle/stall/display.
- Please complete the risk assessment attached and return with application.
- Food traders** please complete section 2 of this form and return with application.

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

1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Comments/concerns/requirements:

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#### 6. MARKETING OPPORTUNITIES

A festival guide will be made available with a site map showing traders. Would you be interested in any marketing/advertising opportunities within the guide? Yes  No

*A member of the marketing team will be in contact with you to discuss opportunities with you further.*

## 7. DECLARATION AND CHECKLIST:

Please tick

I have read the rules and regulations and agree to abide by them	
I have completed the stall holder application form	
I enclose a copy of my public liability insurance policy	
I enclose a copy of my PAT test certificate(s)	
I enclose a copy of my gas test certificate(s)	
I enclose a copy of my basic food hygiene certificate	
24 Hour power supply is required	
I would like a parking space for the full four days (please indicate number required)	
I will apply for a temporary event notice license (TENS)	

Declaration and signature of contract: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Please return this form by 28<sup>th</sup> April 2017 to:** Market Management Office, Bolton Market, Ashburner Street, Bolton, BL1 1TJ. Tel: 01204 333612.

(For office use only)

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



## 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"> <li>• Is the food business registered?</li> <li>• With which Local Authority?</li> </ul>		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:

<p>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.</p>	<p>9. All stalls must be staffed, stocked and open to the public as follows:            Friday 25<sup>th</sup> 10am - 7pm            Saturday 26<sup>th</sup> 10am - 7pm            Sunday 27<sup>th</sup> 10am - 7pm            Monday 28<sup>th</sup> 10am - 5pm              Le Mans Crescent - 10pm (Only the alcohol area)</p>
<p>2. Exhibitors 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.</p>	<p>10. Traders are expected to man 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.</p>
<p>3. There is no access to the site until 6pm on Thursday 24<sup>th</sup> August. Access on this date must be agreed in advance.            Trading vehicles must not leave the site until after 5pm on Monday 28<sup>th</sup> August.</p>	<p>11. Single day bookings will not be accepted.</p>
<p>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.</p>	<p>12. Exhibitors must regularly clear all rubbish and debris from the vicinity of their stalls. This must be disposed of in the allocated trade waste areas.</p>
<p>5. An electricity supply will be made available at each stall, thus the use of personal generating sets is strictly prohibited.</p>	<p>13. It is the responsibility of exhibitors to safeguard their property. The Festival Office does not accept any responsibility for any losses or damage.</p>
<p>6. All exhibitors must make sure equipment including refrigeration and kitchen equipment does not exceed the area booked.</p>	<p>14. Exhibitors are to display their name and address in a size and style that can easily be seen by the public.</p>
<p>7. Refrigeration - Exhibitors who require 24hr electric refrigeration purposes, either by vehicle or display must state on their booking form as this will not be available unless pre-booked.</p>	<p>15. Exhibitors are to display at all times the price of goods being sold.</p>
<p>8. All electrical equipment must be PAT tested. Copies of certificates must be provided with your application.</p>	<p>16. <u>Any exhibitor, 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 30<sup>th</sup> July 2017, 50% of your fee will be refunded. If you cancel after that date, NO refund will be given.</u></p>

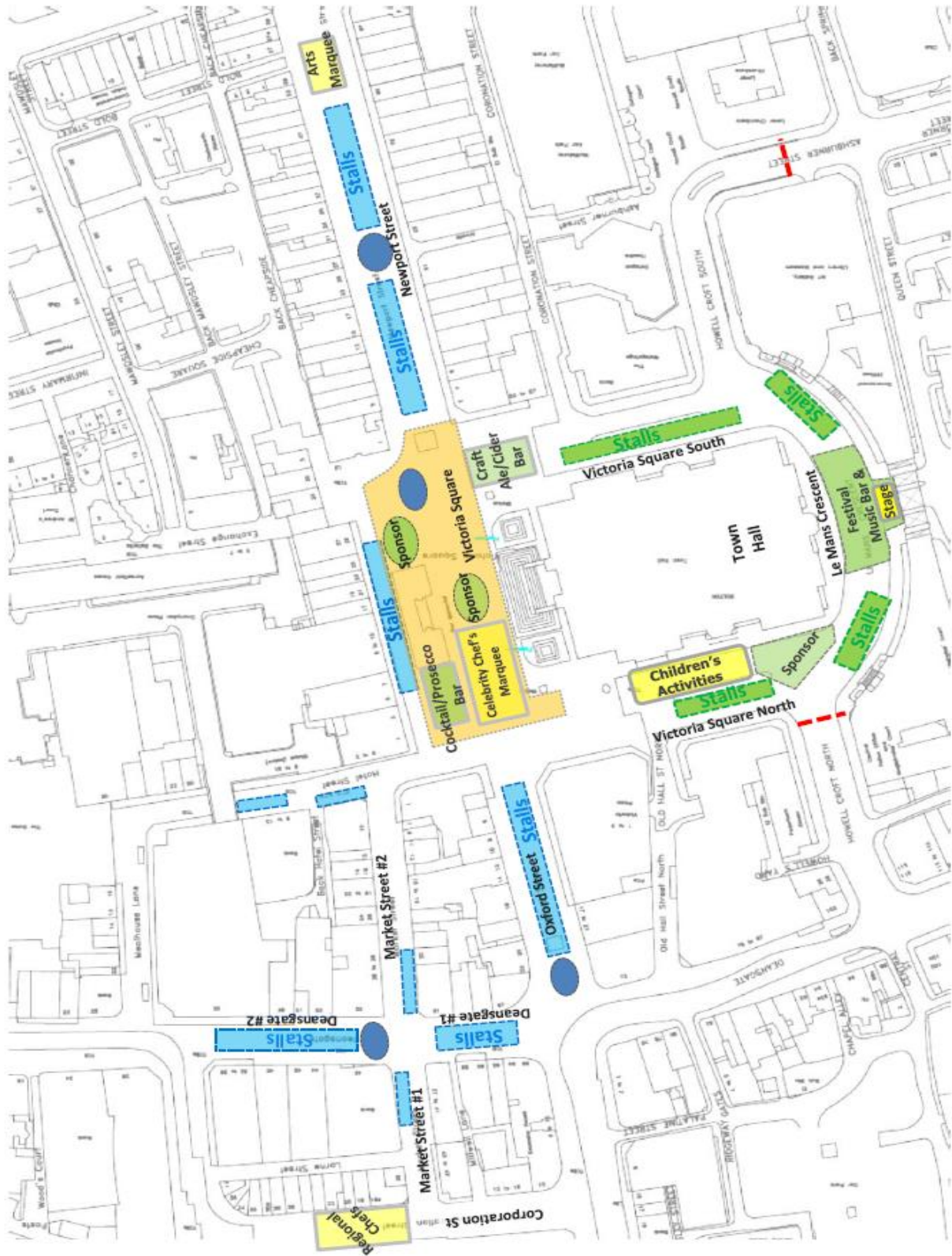
Name / Business Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Bolton Food & Drink Festival 2017



[boltonfoodanddrinkfestival.com](http://boltonfoodanddrinkfestival.com)

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