

Bolton Market
Environmental Services
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Dear Trader

Bolton Food and Drink Festival, Friday 25th - Monday 28th August 2017

The award winning 'Bolton Food & Drink Festival' is the highlight of Bolton's annual events calendar and is now in its 12th year. Voted the best Food Market in 2016 by the National Association of British Market Authorities, it has received both regional and national acclaim. This year we're planning to make the festival even more amazing with a bank holiday weekend of food, fun and celebration not to be missed!

The Event

Last year Bolton had a record number of visitors (over 263,000) and we aim to attract even more families to our fantastic festival with an exciting mix of fine food, celebrities and entertainment.

The programme this year includes:

- A headline celebrity chef each day in the main Festival Marquee on Victoria Square.
- Free cookery demonstrations performed by regional and specialist chefs each day in the Regional Chef Marquee to be located right at the heart of the festival.
- Over 200 food and drink and art & crafts traders.
- Children's area and activities at key locations across the festival site.
- Street entertainment, seating areas and live music.

Trading opportunities

See attached plan for the location of trading areas – this year's footprint is similar to last year with areas on Victoria Square, Victoria Square North and South, Hotel Street, Oxford Street, Market Street, Newport Street, Howell Croft and Deansgate.

Please note when completing your application that:

- There will be absolutely no guarantee for the location(s) that traders have previously held at this event so please ensure that you identify your first, second and third choice locations.

Director of Place **Stephen Young**



INVESTOR IN PEOPLE

- There are significantly fewer pitches available on Victoria Square.
- There will be additional charges for electricity and waste facilities (please see application form).
- Parking is available at a cost of £20 per vehicle for the full four day event.
- 'Street Food' traders wishing to trade from vehicles must send in details with dimensions and photos.
- Traders wishing to sell alcohol or vouchers for alcohol as off sales – will be restricted to certain areas of the festival site. A Temporary Event Notice Licenses (TENS) will need to be applied for and can be completed online or downloaded at:-
- www.bolton.gov.uk/website/pages/Alcoholandentertainmentlicences.aspx.
- Applications for a TENS must be submitted by **Friday 23rd June 2017**.

Find attached

- the 2017 Trader Application Form
- the 2017 Site Plan
- the 2017 Trader Information Sheet

How to apply

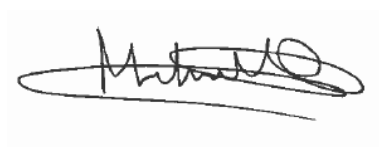
Fully completed applications must be submitted by **Friday 28th April 2017** with:

- Identification of your first, second and third choice locations.
- Food operators **MUST** complete all of section 2 of the application form, supply a copy of their up to date food hygiene certificate and full details of the food operation including the local authority with which you are registered and food hygiene rating.
- Copies of up to date public liability insurance and PAT test certification for ALL electrical equipment which you wish to use at the event.

What happens next?

- The Festival events team will review all applications and issue offer letters by **Friday 19th May 2017**.
- If you have been successful you must confirm acceptance in writing and submit a cheque for full payment for your stall by **Friday 26th May 2017**.
- Traders who are confirmed to attend the event will be issued with further specific instructions with regards access, loading and unloading which must be adhered to due to traffic movement restrictions which operate within the town centre.

Kind regards



Peter Entwistle
General Manager Bolton Markets
bolton.markets@bolton.gov.uk

