

Bolton Market
Environmental Services
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Dear Trader

Bolton Food and Drink Festival, Friday 24th - Monday 27th August 2018

The award winning 'Bolton Food & Drink Festival' is the highlight of Bolton's annual events calendar and is now in its 13th 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 267,000) 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 on Fri & Sat at Bolton Market and over the festival weekend.
- Over 200 food, drink and art & crafts traders.
- Children's area and activities at key locations across the festival site.
- Fantastic street entertainment taking place right across the festival site each day.
- Seating areas and live music on dedicated music stages.

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 and Deansgate. Additionally Bolton Town Hall will feature as a central hub for activity over the four days.

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.
- There are significantly fewer pitches available on Victoria Square.
- There will be additional charges for electricity and waste facilities (please see application form).
- '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 (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 22nd June 2018**.

Find attached

- The 2018 Trader Application Form
- The 2018 Site Plan
- The 2018 Trader Information Sheet

How to apply

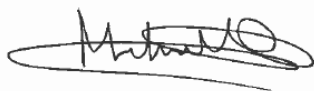
Fully completed applications must be submitted by **Friday 27th April 2018** with:

- 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 18th May 2018**.
- If you have been successful you must confirm acceptance in writing and submit a cheque for full payment for your stall by **Friday 25th May 2018**.
- 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
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