



Cardifest 31.8.12 – 2.9.12

Food & Drink Stall / Pitch Application form

Suitable for exhibitors selling food or drink for consumption on site e.g. hot take away food, ice cream, tea, coffee and alcoholic drinks.

The deadline for receipt of your application form (together with your documents) is **24 August 2012.**

By submitting this form you are agreeing to the Terms and Conditions for Exhibitors.

Exhibitor Details

Contact Name:

Company / Trading Name:

Postal address:

Post Code:

Email address:

Website:

Telephone:

Mobile:

Stall:	No. required	Total
Fri and Sat £85	<input type="text"/>	<input type="text"/>
Pitch:		
Fri and Sat £30 per m	<input type="text"/>	<input type="text"/>
Electricity supply:		
Fri and Sat £25 per socket	<input type="text"/>	<input type="text"/>
Alcohol surcharge:		
Fri and Sat £25	<input type="text"/>	<input type="text"/>

Signed:

Date:

I confirm I have read and accept the Terms & Conditions of CARDIFEST 2012.

Exhibitor information

Please provide a description of your exhibit in 30 words or less

EXHIBITOR CHECK LIST:

(Please supply a copy of the following documents)

- Cheque for full stall / pitch fee plus any electricity or alcohol surcharge
- Copy of current Public and Product Liability Insurance Certificate
- Risk Assessment documentation
- Food Safety Management Plan
- PAT Test certificate(s)
- Gas certificate(s)

Please ensure you have attached ALL requested documents before returning your paperwork. Completed forms and supporting documentation should be sent to:

1. Enter the cost of a stall or a custom pitch to your specification
2. Enter the cost of any electricity you will require
3. Enter the cost of the alcohol surcharge, if applicable
4. Add costs together to calculate the amount to pay
5. If paying by BACS contact the office on 012389 613311
6. If paying by cheque please include your cheque with this form

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**www.cardifest.co.uk
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twitter.com/CARDIFEST**



CARDIFEST 2012 - Terms and conditions for food & drink stalls

Stalls / Pitches

A stall is 2.5 m wide x 1.8 m deep supplied with a canopy and a table of 1.8 m wide x 0.6 m deep.

A Custom Pitch

Any requirement for a custom pitch width will be charged on running metre frontage basis. If this involves a vehicle or trailer then the overall dimension (including drawbar, rear or side doors open, etc) must be indicated. The depth of such a pitch will be a maximum of 3 m. Please note when booking your stall or pitch that this is for the entire display, including tables and access. Please allow space for personal possessions and stock.

Tickets for Stallholders

Each booking for a stall or pitch will come with one ticket for entry to Cardifest included in the price. Any additional tickets required for staff or attendees for the stall can be purchased at a specially discounted price of £25 per ticket. These 'stallholder' tickets will be sold on trust, so please do not abuse this facility to get additional tickets at a discounted price for people who will not be working on your stall during the festival.

Cancellations

Any exhibitor who cancels a booking, for whatever reason, fails to attend, shall forfeit all fees paid and the festival office shall reserve the right to re-let such sites. No refunds will be given due to bad weather or ground conditions. No refunds will be made if the festival cannot take place for any reason beyond the control of the organisers.

Setting Up & Dismantling of Exhibits

Exhibitors are advised that the set-up time will be anytime before 4pm on Friday. Please make sure your exhibit does not extend beyond the area you have booked. Exhibits can be dismantled after 10.00am on Sunday. All exhibitors should remain on site during opening hours.

Parking for Exhibitors

If a vehicle, ancillary to the stall, needs to be parked next to your stall / pitch, please contact the festival office, for advice. It will incur an extra cost. Otherwise, all vehicles will need to be parked in the main car park on site.

Security, Licensing & Public Liability Etc.

All exhibitors enter at their own risk.

All exhibitors should ensure that they are adequately insured on the date of the festival for Public, Product and Employees Liability and should send a copy of the relevant document with their application form.

All exhibitors must ensure that they have the necessary licence(s) to legally conduct their business on the day. For alcohol sellers, the festival will have its own Premises Licence from the local authority. Therefore, you only need pay an alcohol surcharge with your application. We require all stallholders selling alcohol to sign our Alcohol Traders' Agreement and we will not provide our authorisation for an exhibitor to sell alcohol unless the agreement is signed. We require all alcohol sellers to display Challenge 21 posters and will supply them to stallholders on the day. In addition, we prefer and strongly recommend, that stalls selling alcohol are overseen by a personal licence holder. You may require other licences/permits, these are your responsibility.

Copies of all applicable licences/permits must be made available to the organisers with your application form.

Health and Safety

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organiser shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of the potential risks associated with their activities. Please supply a copy of this with your application form.

The organisers shall not be held responsible for loss or damage of stock or equipment, howsoever caused, during the festival.

Fire safety equipment. Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire fighting equipment including fire blankets.

Environmental Health & Trading Standards

Food producers should ensure that they are registered with their local authority prior to the Festival. Those producers within the county of Ceredigion may contact Ceredigion County Council on 01545 572105. Food producers outside of Ceredigion should contact their own local authority direct.

Exhibitors are expected to comply with relevant legislation in respect of Trading Standards, Health and Safety and Environmental Health of Ceredigion County Council.

Stalls may be inspected during the weekend and those deemed not to comply with relevant regulations will be shut down.

Food producers should ensure that they have an adequate food safety management system, ensuring that the food they prepare and sell is safe to eat. Please forward copies of your food safety management plan along with your application form.

Further information on food regulations, environmental health and health and safety is available from the Ceredigion County Council website

www.ceredigion.gov.uk

Drinking and cooking water is the responsibility of the exhibitor and we recommend that you bring your own source of potable water with you.

Waste disposal

Stallholders are expected to keep their surrounding areas as clean as possible throughout the Festival. Facilities for waste disposal and recycling will be provided on site. Where appropriate, adequate precautions should be taken to prevent oil/fluid spillage by the use of trays underneath all vehicles. Facilities for refuse disposal and recycling will be provided on site. However, exhibitors are responsible for the disposal of any foul water, and we recommend that you take it away with you in a sealed container and empty into a suitable foul drainage system

Electricity

An Electrical Supply consists of one x 13 Amp 240 volt standard domestic socket and should be paid for on your application form.

Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.

Equipment

Exhibitors may bring their own generators onto site, providing that they are silent diesel generators and that exhibitors bring suitable fire fighting equipment. All electrical equipment must be certified and have a current PAT certificate. This certificate must be made available for inspection by our electrician at the Festival. Please note that non PAT tested equipment cannot be used under any circumstances.

All gas equipment must be covered by a current gas certificate issued by a registered gas engineer. Please forward copies of your PAT and / or gas certificate(s) with your application form.

Disposables

We recommend that all food containers, packaging, plates and cutlery etc. should be constructed of biodegradable materials such as paper and wood. Drinks containers should be recyclable and we prefer recyclable plastic to biodegradable plastic. If biodegradable drink containers are used, they should be clearly marked. We strongly recommend that polystyrene and other non-recyclables are not used.

An application does not guarantee a space at the Festival. This may be for many reasons (e.g. too many similar stalls or inappropriate to the Festival). The festival office will have the final decision in all cases. Cheques will not be banked until a final decision has been made. All payments for spaces must be pre-paid. No payments or admittance will be accepted on the day.

Where possible the festival office will separate similar products offered for sale but reserves the right to give the public variety and choice. The festival office will make reasonable efforts to satisfy requests to reserve a specific position but for operational reasons this cannot be guaranteed.

Applications from non-food retailers are also encouraged.

