

[www.newtownfoodfestival.co.uk](http://www.newtownfoodfestival.co.uk)

**10:00 to 17:00 Saturday 1<sup>st</sup> & Sunday 2<sup>nd</sup> September 2018**

The Park, Newtown, Powys, SY16 2NZ

## Exhibitor/Trader Application Form

*This is a 'Zero Waste' festival. All packaging used by exhibitors should be reusable and/or recyclable.*

**Please note that applications:-**

- **must be submitted by Saturday 30<sup>th</sup> June 2018** to be included in the programme exhibitor listing
- **will only be accepted if fully complete, with all supporting documentation and payment**

We aim for a variety of stalls for visitors, so we select a range of producers that will complement each other. We will contact you by email to let you know whether your application has been accepted.

**Please complete the form, sign the declaration and return to the address on page 4.**

*For queries, please email [festival@newtown.org.uk](mailto:festival@newtown.org.uk)*

*For urgent information, please contact **Mary Tudor** on **07765 683386** or **Zak Howard** on **01686 625544***

<b>SECTION A - Main contact details</b>	
<b>** denotes information as it will appear in the programme (deadline 30<sup>th</sup> June 2018)</b>	
** Enw'r Cwmni / Company Name	
Enw Cyswllt / Contact Name	
Cyfeiriad & Còd post / Address & Post code	
Ffôn symudol / Mobile Phone	
** Rhifffôn / Phone Number	
** Ebst / Email <i>This is our main way of sending information so please write clearly.</i>	
** Safle We / Web site	
** Programme Description <i>(Maximum 15 words)</i>	
<b>Details of your stand (Please delete as required)</b>	
"Food to Go" with a van, trailer or gazebo	<b>Complete Sections B, C and E Yes / No</b>
All Other Exhibitors	<b>Complete Sections B, D and E Yes / No</b>

**SECTION B – Advertising**

The Festival Programme contains details of Activities, Exhibitor Listings, Sponsors and Advertisements  
3,500 A5 Programmes are distributed prior to, and during, the festival

**Advertising Costs are:-**

Full A5 page £100, ½ A5 page £60, ¼ A5 page £35, Credit Card £25

Would you like to advertise in the programme?

Yes / No

**SECTION C - “Food to Go” (to be consumed on site) with a van, trailer or gazebo**

Preference will be given to those trading on Saturday evening after 5:00pm  
on Saturday evening when there is live music on the Festival Stage.

I/We will be trading on Saturday night until approx 11pm

YES / NO

Overall length and depth of your unit/trailer/gazebo, including tow bars etc.  
with the side serving the public as its width. Oversized units will only be  
accepted at the organiser’s discretion and must be booked in stand  
multiples (no part stand widths).

Frontage Width:  
m x m  
Depth:  
m x m

I require additional space for tables, chairs etc

Overall length and depth of additional space required

NB: Please include in the total number of stands required below

YES / NO  
Width: m x m  
Depth: m x m

I will be using fuels on my stand: *Please enter which fuels you will use e.g.*

Electricity Bottled Gas Charcoal Other solid fuel

YES / NO  
Fuel:

**Now calculate the cost of your booking**

**Cost for 1 stand is £150**

**Stands are 3 metres width by 3 metres depth**

Bookings must be in multiples of stands only

No of Stands:

£

Trestle Tables (6’ x 2’3” /183cm x 69cm) are charged @ £5 per table

No of Tables:  
£

**Electrical Items you wish to use on your stand**

*This **MUST** be completed - see T&Cs Note 8*

Power used must not exceed what has been booked and the use of adaptors is not allowed.

ITEM *Please put “O/N” against items requiring overnight power*

WATTAGE

1.

2.

3.

4.

I require electricity for the above items. The charges are:

1 x 13a Socket = £30    2 x 13a Sockets = £40    4 x 13a Sockets = £50

No of sockets: \_\_\_\_  
£

Overnight power must be booked in advance e.g. for a fridge

Overnight (O/N) sockets are £10 per socket

No of O/N sockets: \_\_\_\_  
£

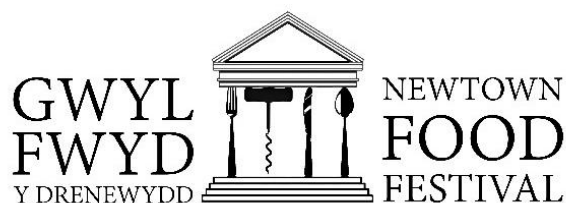
**Total cost**

£

<b>SECTION D – All Other Exhibitors</b>	
<p><b>1. Exhibitors with a van, trailer or gazebo</b></p> <p><i>NB: Children’s Village Exhibitors will need to provide their own stand/gazebo as there will be NO marquee space available at the Children’s Village.</i></p> <p>Overall length and depth of your unit/trailer/gazebo, including tow bars etc. Oversized units will only be accepted at the organiser’s discretion and must be booked in stand multiples (no part stand widths).</p> <p><b>Stands are 3 metres width by 3 metres depth</b></p>	<p>Frontage Width: m x m</p> <p>Depth: m x m</p>
<p><b>2. Exhibitors requiring a covered stand in a Festival Marquee</b></p> <p>There is a maximum stand height of 2 metres in the Festival Marquees.</p> <p>The marquee has some overhead lights but please calculate for your own stand lighting when you decide what electricity supply to order.</p> <p><b>Stands are 3 metres width by 2 metres depth and include 1 FOC trestle table</b></p>	
<b>Now calculate the cost of your booking</b>	
<p><b>Basic cost for 1 stand is £100</b></p> <p>Bookings must be in multiples of stands only</p> <p>There are reduced fees and limited spaces for the following only:-</p> <p><b>Business Start-Up</b> less than one year old as at 01/09/18 = <b>£50</b></p> <p><b>Newtown based Charity or Community Organisation</b> = <b>£30</b></p>	<p>No of Stands:</p> <p>£</p>
Business start-up less than one year old – Date first traded	dd/mm/yy
<p>Trestle Tables (6’ x 2’3” /183cm x 69cm) are charged @ £5 per table</p> <p><i>NB: For stands in a Festival Marquee - 1 table is provided FREE OF CHARGE, please only book additional tables required</i></p>	<p>No of Tables:</p> <p>£</p>
<b>Electrical Items you wish to use on your stand</b>	
<p><i>This <b>MUST</b> be completed - see T&amp;Cs Note 8</i></p> <p>Power used must not exceed what has been booked and the use of adaptors is not allowed.</p>	
ITEM Please put “O/N” against items requiring overnight power	WATTAGE
1.	
2.	
3.	
4.	
<p>I require electricity for the above items. The charges are:</p> <p>1 x 13a Socket = £30    2 x 13a Sockets = £40    4 x 13a Sockets = £50</p>	<p>No of sockets: ____</p> <p>£</p>
<p>Overnight power must be booked in advance e.g. for a fridge</p> <p>Overnight (O/N) sockets are £10 per socket</p>	<p>No of O/N sockets: ____</p> <p>£</p>
<b>Total cost</b>	£

<b>SECTION E – Eich Datganiad / Your declaration</b> (Please delete as required)	
I have read carefully and agree to the Exhibitor/Trader Terms and Conditions of Newtown Food Festival	Yes / No
I have given an accurate description of my stand size and electricity requirements.	Yes / No
I have sent a cheque for the full cost made payable to Newtown and Llanllwchaiarn Town Council	Yes / No
I have made a bank transfer payment for the full cost to: Newtown and Llanllwchaiarn Town Council Bank Account: 41009419 Sort Code: 40-34-33	Yes / No
I will be using reusable or recyclable packaging on my stand.	Yes / No
<b>I have attached copies of the following documents</b>	
<b>Public, Product &amp; Employer Liability Insurance Certificate(s)</b>	Yes / No Expiry Date: dd/mm/yy
<b>Food Standards Agency Hygiene Rating</b>	Yes / No / Not applicable Rating Score:
<b>Personal Alcohol Licence OR TENS</b> <i>NB: The Festival TENS only covers the Festival Bar</i>	Yes / No / Not applicable
<b>Datganiad hyeligid bwyd a diogelwch / Food Hygiene and Safety declaration</b>	
<ul style="list-style-type: none"> <li>It is a condition of participating in the Newtown Food Festival that exhibitors are conversant with and abide by the Food Safety [General Food Hygiene] Regulations 1965 and the Food Safety [Temperature Control] Regulations 1995 and other subsequent controls and regulations.</li> <li>All electrical equipment and cables used in the Festival must have a current PAT certificate under regulation 4, 5 and 6 of the Electricity at Work Regulations 1989. The technical team reserves the right to disallow use of any equipment not carrying this test</li> <li>Exhibitors must comply with the Health and Safety at Work Act 1974 as well as all relevant Health, Safety and Welfare Regulations.</li> <li>Exhibitors must comply with instructions related relayed by Festival Staff during the course of the Festival and immediately undertake any action(s) deemed necessary.</li> </ul> <p><b><i>I agree to be bound by the Food Hygiene and Health and Health and Safety regulations referred to above.</i></b></p> <p><b><i>I understand that Trading Standards and Environmental Health officers from Powys County Council will make checks during the event.</i></b></p>	
Arwyddwyd / Signed	
EnwLlythrennau Bras / Print Name	
Dyddiad / Date	
Enw'rCwmni / Company name	

**Please return the completed form (pages 1-4) with your documents and payment to:**  
**Newtown Food Festival, The Cross, Broad St, Newtown, Powys, SY16 2BB**  
**or electronically by email to: [festival@newtown.org.uk](mailto:festival@newtown.org.uk)**



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**10:00 to 17:00 Saturday 1<sup>st</sup> & Sunday 2<sup>nd</sup> September 2018**

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## Exhibitor/Trader Terms and Conditions

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### 1. Croeso / Welcome to the Newtown Food Festival (NFF)

We are working hard to make sure that the Food Festival is pleasurable for everyone and profitable for traders. We aim to be as supportive and as flexible as possible in accommodating specific requests.

If you have any queries, please email [festival@newtown.org.uk](mailto:festival@newtown.org.uk).

For urgent information, please contact **Mary Tudor** on **07765 683386** or **Zak Howard** on **01686 625544**.

### 2. Canslo / Cancellations

If you cancel your stand before **1<sup>st</sup> August**, we will refund your fees, if we are able to re-let your space, less £50 to cover administration costs. **No fees will be refunded for cancellations after 1<sup>st</sup> August**. Cancellations may be advised by phone but must be confirmed in writing. If you do not receive an acknowledgement of your cancellation in writing from us you should telephone us to check we have received your written cancellation.

### 3. Diogelwch / Security

Overnight security will be on site from Thursday 30<sup>th</sup> August until the morning of Monday 3<sup>rd</sup> September. Marquees will be closed at 5:30pm on Saturday and security patrols will be in place.

### 4. Oriau masnachu / Trading hours

- All stands must be set up at least 1 hour before Newtown Food Festival opens to the public at 10am.
- Stands must be hired and manned for the full two days with trading continuing until 5pm on both days.
- Exhibitors must not pack away before the end of the Festival, as all visitors should enjoy the same great experience. Early packing away may pose a risk to the public or other stall holders.
- Trading in the marquees will cease at 5pm on Saturday as the tents will be closed and subject to security protocols.
- "Food to Go" Traders may trade after 5:00pm during the evening entertainment hours when there is live music on the stage.

### 5. Prisiau / Pricing

Exhibitors must display prices for all products in a clear and legible format.

### 6. Ymddygiad / Behaviour

Exhibitors must conduct their business in a way that does not interfere with the interests of other exhibitors and must not canvas for customers. Polite, respectful behaviour is expected at all times. Any discriminatory behaviour will result in exhibitors being asked to leave and no refund will be given.

### 7. Mynediadi'rSafle / Access to the site

- There will be access to the site for exhibitors from 2pm on the Friday.

- Please keep vehicles to a minimum and do not block roadways and entrances whilst unloading.
- Limited access will be allowed on the Saturday morning but vehicles on site must leave by 9am. After 9am, it will not be possible to move vehicles off site until close down on Sunday night.
- There will be limited access on site for restocking on Sunday morning but vehicles on site must leave by 9am.
- There is no room for vehicles to be parked on site for the whole of the weekend.

## 8. Trydan / Electricity

- The Festival will make electricity available in 3 different types for exhibitors.
  - Maximum of 2000 watts/ 4 amps – for light use such as tills/fridges/food mixers – made available through a single 13 amp socket.
  - Maximum of 4000 watts/8 amps – for heavier use – could include a single kettle or burco plus say a fridge/till or several lighter load items. This will be provided through 2 x 13 amp sockets.
  - Maximum of 8000 watts/16 amps – for larger stalls/exhibitors. Please check your maximum requirements carefully with our technical team. The power will be provided through 4 x 13 amp sockets or 1 x 16 amp socket as you request.
- We do not allow the use of adaptors. Power used must not exceed what has been booked
- Should you have a larger/different requirement, please feel free to contact us in advance and we will help you out and advise the costs for your requirement.
- Do not exceed your allocated electricity allowance, as this can cause issues for other stall holders and you may be required to remove/disconnect any items exceeding your allocation.
- Please advise if you require overnight power in advance. This will only be available if requested in advance. The price will be advised upon request.
- The technical team reserve the right to disconnect any unsafe/dangerous equipment and/or remove the electricity supply.
- Our technical team will be available throughout the weekend to assist and to check that the above requirements are met.
- Traders and Exhibitors are not permitted to bring their own generators on site, unless specific permission is sought from the organisers and is given prior to the event.

## 9. Yswiriant / Insurance

Newtown Town Council insures the Festival overall with £5 million of public liability insurance.

**Exhibitors are responsible for their own insurance for their goods as no liability whatsoever is assumed by the organisers for loss or damage however caused.** This includes cancellation of the Newtown Food Festival for any reason. Exhibitors must have their own Employers and Public Liability Insurance as they are responsible for accidents and/or injuries to the public or their staff, from products or their stands or staff and any related claims.

## 10. Nwy ac Unrhyw Danwydd Arall / Gas and any other Fuels

You **must** disclose on your application if you are using bottled gas or any other fuel.

If using other fuels, you **must** ensure that no member of the public has access to the equipment and that such equipment is securely cordoned off, away from electrical connections. Bottled Gas and any other Fuels are not permitted in marquees.

## 11. Arwynebau poeth / Hot surfaces

If you are cooking from your stand and there are hot surfaces, you **must** ensure that the public cannot reach or touch such surfaces. Keep such areas well within your allotted area and ensure that there is a physical barrier between such surfaces and the public.

## 12. Cyflenwad dŵr / Water supply

Cold fresh water will be made available through a stand pipe located by the main car park. Please bring your own water containers.

## 13. Gwaredu gwastraff / Waste disposal

Please note that this is a **'Zero Waste'** festival. All packaging used by exhibitors should be reusable and/or recyclable. This includes disposable packaging for takeaway food and drink.

- A specific trade waste area will be allocated, but **you are responsible for moving your waste to the collection area**. Waste recycling information and facility details are available on request.
- If you have hot oils or fat to dispose of, you must make your own arrangements to store and remove it in accordance with statutory regulations. On no account, should such waste be put into any drainage system.
- Exhibitors must not allow waste to pile up around their stall. It must be taken to the trade waste area.
- Exhibitors leaving waste on site at the end of the Festival, abusing the trade waste system or disposing of liquids inappropriately, will not be allowed to attend in future years.

#### **14. Cymorth Cyntaf / First Aid**

Authorised personnel from St. John's Ambulance are in attendance for the whole weekend.

#### **15. Y Safle / The Venue**

The Food Festival is set up on the Town Hall grounds, a couple of minutes' walk from Newtown town centre.

#### **16. Parcio / Parking**

Free exhibitor parking has been negotiated a short distance away with the kind permission of Powys County Council. Exhibitors must use this facility on both days.

If the exhibitor parking is full or if due to unforeseen circumstances is unavailable, the Back Lane car park is next to the Festival site and offers paid parking all day and overnight. **There is no exhibitor parking on site.**

#### **17. Noddwyr / Sponsorship**

If you wish to sponsor all or part of the Newtown Food Festival, there are plenty of opportunities to get your company name known. Contact the NFF office on 01686 625544 for more information.

#### **18. Ysmygu / Smoking**

Smoking is not allowed in any enclosed undercover area and not near any combustible materials/containers anywhere on the site e.g. not in marquees, near gas bottles, diesel generators.

#### **19. Sylwyn y Wasg / Media Coverage**

- We publicise Newtown Food Festival and its exhibitors through traditional and online media. The Festival receives consistent coverage both in Welsh and English in the local newspapers, radio and television. Press releases are sent out regularly and for specific news items. We aim to feature our exhibitors in such stories, so if you have a news story related to your business, let us know.
- Our website is [www.newtownfoodfestival.co.uk](http://www.newtownfoodfestival.co.uk)
- Please engage with the festival through your social media channels [www.facebook.com/NewtownFoodFest](https://www.facebook.com/NewtownFoodFest) and [www.twitter.co.uk/newtownfoodfest](https://www.twitter.co.uk/newtownfoodfest)
- The Festival committee produces 3,500 programmes and many promotional leaflets which are distributed all across Mid Wales and parts of Shropshire. Posters are also distributed throughout the area to schools, leisure centres, libraries, supermarkets and independent shops.
- For programme listings, NFF must have received a completed booking and payment by Saturday 30th June 2018.

#### **20. Y Trefnwyr / The Organisers**

Newtown Food Festival is organised by a committee comprising Newtown and Llanllwchaiarn Town Councillors and local volunteers. The vision is that the organising committee will become a separate organisation in coming years.