



## Food & Drink Festival Application Form

### **DEADLINE FOR COMPLETED APPLICATIONS: FRIDAY 18<sup>TH</sup> AUGUST 2017**

In order to book a space at this year's show, please complete and return this form to the address below by the 18<sup>TH</sup> August along with your trade stand payment of £100. Applications received without payment will not be confirmed.

**Via email:** Lucie Smith/Sam Kemp, Food & Drink Festival Committee, [foodanddrink@nktopen.co.uk](mailto:foodanddrink@nktopen.co.uk)

**Via post:** Sam Kemp, Commercial Office, Rowley Mile Racecourse, Newmarket, Suffolk CB8 0TF

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

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**VAT Reg number** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### **REQUIRED INFORMATION**

Exhibitors will be required to provide copies of the following documentation in advance of the show and will not be allowed on site without these.

1. An up to date Health and Safety policy,
2. Third party Insurance Policy for the sum of £3 million,
3. Certificate of Valid Public Liability Insurance,
4. Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.

All vendors must comply with all legislation, including

1. Health & Safety Executive regulations,
2. Food Safety (General Food Hygiene) regulation 1995,
3. Food Safety (Temperature Control) 1995.

The contractor must be responsible for the provision of fire prevention equipment and a first aid kit.

**DEADLINE FOR COMPLETED APPLICATION FORM: Friday 18<sup>th</sup> August 2017**

**STAND DESCRIPTION**

Please provide us with a description of your company and the products you will be selling at the festival. We will use this information to market your attendance at the show including on the website, in brochure and press releases:

**The Exhibitor fee is £100.00 for the weekend**

**Please make cheques payable to:** Jockey Club Racecourses  
(Payment Ref to be quoted on reverse of cheque: NOW Food & Drink Festival)

**And send to:** Samantha Kemp,  
Newmarket Racecourses,  
Commercial Office,  
Rowley Mile Racecourse,  
Newmarket,  
Suffolk, CB8 0TF

**Each Trade Stand will be provided with:**

1. 3m x 2m designated area within the Festival site. There will be some covered pitches available and these will be allocated on a first come first served basis.

*Please let us know if you require a covered pitch, so that we can allocate your plot accordingly, or if you require a larger pitch.*

**COVERED** ☐

**STREET** ☐

2. Three trade stand staff passes and one car park pass for each day of the event
3. One x 6ft trestle table and two chairs. Please let us know if these are not required or if you require more.

## **ELECTRICITY REQUIREMENTS:**

Please note that due to the street location of this event there is limited electrical supply on site and all outside stands will be required to supply their own generator if power is required.  
If you require assistance in sourcing generators then please let us know.

## **LEGAL REQUIREMENTS**

### **PLEASE COMPLETE THE FOLLOWING:**

Local Authority where you are based

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Please provide a description of all activities that will be carried out at your stand, including details of what you will be selling.

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How will you be cleaning and disinfecting equipment used during the show?

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What hand washing facilities will you be using during the show?

*If you are cooking or preparing food for consumption you **must provide your own** hand washing facilities and confirm this with us.*

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How is food being transported to and from site?  
(Refrigerated van etc)

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How is food being stored on site?

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How will you be monitoring food temperatures throughout the event (**Spot checks will be carried out throughout the weekend**)

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How are slips and trip hazards controlled?

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Is your electrical system safe, PAT tested and appropriate for the conditions?

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Will you be introducing fire hazards?

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What foods will you be cooking or preparing for consumption?

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How do you wish to cook – gas or electric?

If **gas**, what type and what equipment would you use?  
*We may contact you to ensure it is suitable for use at the racecourse*

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Please provide completed Risk Assessment Form with your application form? – see attached example

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## Terms and Conditions

1. Access to set up within the Festival Site (Palace Street, National Heritage Centre, Newmarket ) is available from Friday 15<sup>th</sup> September 14:00-18:00 and from 07:30– 10:30 on Saturday 16<sup>th</sup> September.
2. All vehicles must be offsite by 10:30 on Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> September and trade stands must be open from 12:00-18:00 on Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> September 2017.
3. All electrical items used on site must have a valid PAT certificate and be clearly marked.
4. Each Trade Stand must produce for inspection and provide copies with their application form:
  - An up to date Health and Safety policy,
  - Third party Insurance Policy for the sum of £3 million,
  - Certificate of Valid Public Liability Insurance,
  - Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.
5. All vendors must comply with all legislation, including
  - Health & Safety Executive regulations,
  - Food Safety (General Food Hygiene) regulation 1995,
  - Food Safety (Temperature Control) 1995.
6. Staff must be suitably dressed in clean appropriate uniform or protective clothing and be aware of their responsibilities in the preparation and handling of foodstuffs.
7. Each unit must be secured properly at the end of each day; Overnight security on site will be provided by the event organisers. Please note the event organisers accept no liability for equipment/stock left overnight.
8. The Caterer shall have no claim against the organiser for loss or damage to the Caterers' fixtures and fittings or equipment caused by any person.
9. The individual Trade Stand holder is responsible for the safety of their designated area and people in or around these at all times.
10. All staff vehicles are to be parked in the car park at Tattersalls
11. No Vehicles will be allowed back onto the site for break down or re-stocking until at least 6.30pm on both Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> September.
12. All Trade Stands must be kept clear of litter throughout the event and rubbish must be removed from the site at the end of each day.
13. Signage or equipment must not encroach onto the pedestrian walkway in front of each designated area and all branding must be inside individual's trade stand.
14. Camping or sleeping in vehicles on site is only permitted by prior arrangement with the organisers.
15. Failure to comply with any regulation will lead to removal from the show.
16. Cancellation – 50% refund 50 days prior to show, 25% 40 days prior to show, 0% 39 days or less.

**All exhibitors must sign the contract below to indicate they have read and agree to the terms and conditions applying to the site offered to them as detailed herein.**

Failure to comply with this legislation will result in removal from the showground without recompense.

## Contract:

I confirm I am:-

a) **Registered /Not registered for VAT (delete as applicable)**

Number: \_\_\_\_\_

b) **Protected by a Public Liability Insurance for the sum of £3 Million**

Policy Number: \_\_\_\_\_

**(PLEASE ENCLOSE A COPY OF YOUR POLICY WITH YOUR APPLICATION – deadline  
31<sup>st</sup> June 2017)**

Insurance Company: \_\_\_\_\_

Expiry date: \_\_\_\_\_

On behalf of \_\_\_\_\_ I agree to adhere to the terms and conditions provided by the  
Newmarket Open Weekend Food and Drink Festival on 16<sup>th</sup> and 17<sup>th</sup> September 2017. I confirm that I have read and will  
comply with the rules, regulations and conditions.

**Signed on behalf of the  
Exhibitor**

*Signature*

*Full Name (Print)*

*Date*

**Signed on Behalf of  
Newmarket Open Weekend  
Food and Drink Festival**

*A copy of the signed contract will be  
returned to you for your records*

*Signature*

*Full Name (Print)*

*Date*

**DEADLINE FOR COMPLETED APPLICATION FORM:  
(Including required information and receipt of payment)**

**Friday 18<sup>th</sup> August 2017**