



Saturday 14th & Sunday 15th September 2019

Exhibitor Application Form

EARLY BIRD DEADLINE FOR COMPLETED APPLICATIONS:

Tuesday 30th April 2019

In order to book a space at this year's show, please complete and return this form to the address below by the 30th April in order to secure a reduced rate of £125 for the weekend. The fee to trade after this date will be £150 for the weekend.

Via email: Sam Kemp/Lisa Sandford, Food & Drink Festival Committee,
newmarket@foodanddrinkfestival.info

Via post: Sam Kemp, Newmarket Racecourse, Westfield House, The Links, Newmarket, Suffolk CB8 0TG.

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.

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 £125.00 for the weekend if booked before the 30th April. Applications received after this date will pay the full rate of £150. Payment is due upon receipt of completed applications and pitches will not be confirmed until payment has been made.

1. Either a 3m x 3m outside pitch along Palace Street or within the Heritage Centre grounds or a 3m x 2m inside pitch within the marquee located with the grounds of Palace House. Please indicate below the pitch you require. Note that no fixtures or fittings can be affixed to the marquee walls.

INSIDE

OUTSIDE

2. Three trade stand staff passes 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 electricity is only available to stands located **inside the marquee**. ALL outdoor 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

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

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

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.*

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

How is food being stored on site?

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

How are slips and trip hazards controlled?

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

Will you be introducing fire hazards?

What foods will you be cooking or preparing for consumption?

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 venue

All Please ensure that a completed Risk Assessment Form is included with your application

TERMS & CONDITIONS 2019

1. Access to set up within the Festival Site (Palace Street, Newmarket) is available from Friday 13th September from 3.00 – 6.00pm and from 7.00 – 10.00am on Saturday 14th September.
2. All vehicles must be offsite by 9.45am on Saturday 14th and Sunday 15th September and trade stands must be open from 10.00am – 5.00pm on Saturday 14th and from 10.00am – 4.00pm on Sunday 15th September 2019.
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 the following;
 - 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 designated car parks
11. No Vehicles will be allowed back onto the site for break down or re-stocking until at least 5.30pm on Saturday 14th and 4.30pm on Sunday 15th 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.

17. 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 at least £1 Million	Policy Number:	
	<i>(PLEASE ENCLOSE A COPY OF YOUR POLICY WITH YOUR APPLICATION - deadline 31st August 2019</i>	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 14th and 15th September 2019. 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	Signature	
A copy of the signed contract will be returned to you for your records	Full Name (Print)	
	Date	

DEADLINE FOR COMPLETED APPLICATION FORM:
(Including required information and receipt of payment)
Sunday 31st August 2019

