



Saturday 12th & Sunday 13th September 2020

EXHIBITOR APPLICATION FORM

EARLY BIRD DEADLINE FOR COMPLETED APPLICATIONS:

Thursday 30th April 2020

In order to book a space at the 2020 festival, please complete and return this form to the address below by the 30th April in order to secure a reduced rate of £135 for the weekend. The fee to trade after this date will be £170 for the weekend.

Contact Name:			
Trading Name:			
Address:			
		Postcode:	
Telephone number:			
Email:			

STAND DESCRIPTION

Please provide a full description of the products you will be selling at the festival and supply images/web links where possible. We will use this information to promote your attendance at the show including on the website, in the onsite brochure and press releases. Please note that you will not be permitted to sell items not listed below.

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STAND LOCATION

Please note that the Festival is now located within the grounds of the Jockey Club Rooms on the High Street in Newmarket Town Centre. There are three locations available for trading, and you will need to indicate below which you would like to apply for. If you are unsure where you should trade, please contact us.

LOCATION	SPACE	COST FOR 2 DAYS	PLEASE TICK ONE OPTION
FOOD HALL Pitch within the food marquee - Includes 1 x 6ft trestle table and 2 x chairs	3m x 2m	£135*	
DRINKS COURTYARD Outdoor pitch for own trailer or gazebo/stall	3m x 3m	£135*	
FOOD MARKET Outdoor pitch for own trailer or gazebo/stall – 6ft trestle table/chairs available upon request	3m x 3m	£135*	

***£135 is the early bird rate which is available until 30th April. Please note that all applications received after this date will be charged at the higher rate of £170 for the 2 days.**

ELELCTRICTY REQUIREMENTS

Please note that electricity is only available to stands located inside the marquee. There is no power supply to outdoor stands.

PLEASE COMPLETE THE FOLLOWING

With which local authority is your business registered?
When was your business last inspected?
How will food be transported to and from the site?
How will food be stored on site over the weekend?
If handling unwrapped foods what hand washing facilities will you have?
If cooking food at the event, how will this be done?

If you are using gas, what type and what equipment will you be using?
How will you be monitoring food temperatures throughout the weekend?
Are the staff that will be attending the show trained in food hygiene?
The Newmarket Food & Drink Festival is committed to reducing the amount of plastics used at this year's event and to recycling much of the waste that will be produced over the weekend. Please state below your efforts to address this issue and also any other environmentally friendly practices that you have in place that you would like us to be aware of.

REQUIRED INFORMATION

Exhibitors will be required to provide copies of the following documentation in advance of the festival and will not be permitted entry to the site without these.

1. An up to date Health and Safety policy,
2. Third party Insurance Policy for the sum of £2 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.
5. Electrical/Gas/Generator Certificates
6. Pressure Test Certificate (for drink equipment producing steam).

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.

It is the responsibility of the stall holders to ensure all waste is removed from the site at the end of each day. You are also responsible for the provision of your own fire prevention equipment and first aid kit.

TERMS & CONDITIONS 2020

1. Access to set up within the Festival Site is available from **Friday 11th September from 3.00 – 6.00pm and from 6.30 – 10.00am on Saturday 12th September.**
2. All vehicles must be offsite by **9.45am on Saturday 12th and Sunday 13th September** and trade stands must be open from **10.00am – 5.00pm on Saturday 12th and from 10.00am – 4.00pm on Sunday 13th September 2020.**
3. All electrical items used on site must have a valid PAT certificate and be clearly marked.
4. Each trader must produce for inspection and provide copies of the following;
 - An up to date Health and Safety policy,
 - Third party Insurance Policy for the sum of £2 million,
 - Certificate of valid Public Liability Insurance,
 - Risk Assessments and Method Statements associated with their Trade Stand and any activities taking place within.
 - Electrical/Gas/Generator Certificates
 - Pressure Test Certificate (for drink equipment producing steam).
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. Stall holders 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 trader shall have no claim against the organiser for loss or damage to the traders' fixtures and fittings or equipment caused by any person.
9. The individual Trader is responsible for the safety of their designated area and people in or around the area 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 12th and 4.30pm on Sunday 13th 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 not permitted.
15. Failure to comply with any regulation will lead to removal from the event.
16. Cancellation policy: 50% refund 2 months prior to show, 25% 1 month prior to show, 0% less than one month prior to the show.

Exhibitors must sign the below to indicate they have read and agree to the terms and conditions applying to the site offered to them as detailed above.

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

On behalf of _____ I agree to adhere to the terms and conditions provided by the Newmarket Open Weekend Food and Drink Festival on 12th and 13th September 2020.

I confirm that I have read and will comply with the rules, regulations and conditions.

Signed on behalf of the Exhibitor	<i>Signature</i>	
	<i>Full Name (Print)</i>	
	<i>Date</i>	

PLEASE RETURN COMPLETED COPIES OF THIS FORM, ALONG WITH THE RELEVANT IN-DATE PAPERWORK TO:

Samantha Kemp at newmarket@foodanddrinkfestival.info or by post c/o Newmarket Racecourses, Westfield House, The Links, Newmarket, Suffolk, CB8 0TG.

Payment can be made by via the following methods:

By cheque payable to: Newmarket Open Weekend Food & Drink Festival

By BACS: Account Number: 75538266
Sort code: 40-51-62
Please quote: NOW FD20

Your application will be acknowledged as soon as possible. However, confirmation of a pitch will not be made until May 2020. In the event that we are unable to accept your application due to duplication, unsuitability or lack of space available we will of course return your payment.

Please note, priority is given to local traders and the presentation of your stall and products are very important in our selection process.

DEADLINE FOR EARLY BIRD OFFER APPLICATION FORMS:

Thursday 30th April 2020