



2022 Trader Agreement

Saturday 11th June 2022 10am - 5pm

Sunday 12th June 2022 10am - 4pm

APPLICATION CHECKLIST

All applications must be submitted with the documentation below. If any of the items below are not applicable to you, please say so on your application.

All Traders;

- | | |
|--|--|
| <input type="checkbox"/> Public Liability Insurance (£5m+) | <input type="checkbox"/> Risk Assessment (complete our generic form if you don't have one) |
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Additional information from the following;

Hot Food Sellers/Food for immediate consumption;

- | | |
|---|---|
| <input type="checkbox"/> Evidence of Local Authority registration
<input type="checkbox"/> Health & Safety Policy Statement
<input type="checkbox"/> Food Handling Certificates
<input type="checkbox"/> Food Hygiene Rating (if applicable)
<input type="checkbox"/> Fire Risk Assessments / Safe systems of work - including; <ul style="list-style-type: none"> <input type="checkbox"/> Safe use of cooking equipment <input type="checkbox"/> Fire Safety inc LPG Safety <input type="checkbox"/> Hazard Analysis and Critical Control Point (HACCP) System - Including: <ul style="list-style-type: none"> <input type="checkbox"/> Hazard Analysis <input type="checkbox"/> Records of cleaning <input type="checkbox"/> Temperature checks <input type="checkbox"/> Food storage checks | <input type="checkbox"/> Risk Assessments / Safe systems of work - including; <ul style="list-style-type: none"> <input type="checkbox"/> Safe use of cooking equipment <input type="checkbox"/> Towing and siting, packing down, loading and securing <input type="checkbox"/> COSHH <input type="checkbox"/> Manual Handling <input type="checkbox"/> All stands/trailers to be equipped with: <ul style="list-style-type: none"> <input type="checkbox"/> Serviced fire extinguishers and fire blanket <input type="checkbox"/> Fully stocked first aid kit <input type="checkbox"/> Separate wash hand basin and utensils sink with hot and cold running water to each, anti bacterial soap and drying facilities <input type="checkbox"/> Adequate storage including refrigeration and frozen food capacity operating at 5 degrees C or less and -18 degrees C respectively. |
|---|---|

If using electrical equipment or equipment using gas;

- | | |
|--|---|
| <input type="checkbox"/> Electrical Installation - Periodic Inspection Report (if applicable)
<input type="checkbox"/> Electrical equipment PAT Certificate (if applicable) | <input type="checkbox"/> Gas Safety Certificate (if applicable) |
|--|---|

Alcohol Sellers

- | | |
|--|---|
| <input type="checkbox"/> Evidence of Local Authority registration (if applicable)
<input type="checkbox"/> Insurance documentation, e.g. Public Liability Insurance | <input type="checkbox"/> Personal Licence |
|--|---|

Sellers selling general food products;

- | | |
|--|---|
| <input type="checkbox"/> Evidence of Local Authority registration
<input type="checkbox"/> Health & Safety Policy Statement | <input type="checkbox"/> Food Handling Certificates
<input type="checkbox"/> Food Hygiene Rating |
|--|---|

Pitch Fees

	Standard Pitch (3m x 3m)	Vehicle Pitch (3m x 3m)	Corner Pitch (3m x 3m)	More than 3m
Street Food/Alcohol for consumption on site	£370	£420	£420	Additional frontage per m2 £65
Do you require more than 3m frontage, if so please advise us how much (eg 2m @£130)				

	Vehicle Pitch (3m x 3m)	Vehicle Pitch (3m x 3m)	Vehicle Pitch (3m x 3m)	More than 3m
Produce/alcohol and goods for sale to take home	£200	£250	£250	Additional frontage per m2 £55
Do you require more than 3m frontage, if so please advise us how much (eg 2m @£110)				

Application

Forms to be returned to; Simon Stewart, 33rd Management Ltd, 23 Granary Hill, Charminster, Dorchester, Dorset, DT2 9SZ, or email to simon@33rdmanagement.co.uk

Payment

Payment for the event will be invoiced once the application has been approved by the committee. The payment details will be shown on the invoice.

COMPANY INFORMATION

Application Date	
Company / Trading Name	
Primary Contact Name	
Primary Phone Number	
Email Address	
Address	
Website	
Facebook Address	
Twitter Address	
Car Registration Number	

UNIT INFORMATION

Product Description What would you like to sell?	
Size of Frontage (Metres)	
Size of Depth (Metres)	

Type of Structure

Gazebo	Trailer	Vehicle	Other: please state
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Registered Local Authority	
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Food Hygiene Rating	4*	5*	Exempt
Date of last inspection			

Which category would you put yourself in?

<input type="checkbox"/>	Cheese Products
<input type="checkbox"/>	Chilli Products
<input type="checkbox"/>	Alcohol off site sales - Beers, larger, Cider
<input type="checkbox"/>	Alcohol off site sales - Spirits & Liqueurs, Wines & Champagnes
<input type="checkbox"/>	Bar Concession
<input type="checkbox"/>	Food To Go Concession
<input type="checkbox"/>	Hot/Cold Drink Concession
<input type="checkbox"/>	Cakes, Biscuits, Brownies, Patisserie
<input type="checkbox"/>	Deli Products
<input type="checkbox"/>	Chocolate, Confectionary & Fudge
<input type="checkbox"/>	Chutneys, Jams, Pickles, Preserves
<input type="checkbox"/>	Fresh Meat, Fish & Produce
<input type="checkbox"/>	Sauces, Condiments, Oils and Vinegars
<input type="checkbox"/>	Plants & Seeds

This year, we have a policy to encourage and favour traders who are using Eco-Friendly packaging for retail.

Are you using Eco-friendly packaging?	Yes	No
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Preferred Location (we cannot guarantee either)	High Street	Recreation Ground	No preference
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POWER

Would you like to bring a generator?	Yes	No
My generator fits within the space booked	Yes	No

INCLUDED PAPERWORK

Public Liability Insurance £5m	
Risk Assessments	
Fire Risk Assessment - (if using a fuel source)	
Food Handling Certificate (if applicable)	
HACCP Documentation (if applicable)	
Current PAT Certificate (if applicable)	
Current Gas Safe Certificate (if applicable)	
Evidence of Registration to Local Authority (if applicable)	
Personal Licence (if applicable)	
TEN (if applicable)	
Company Logo (Jpeg or similar) for the website	

PITCH FEES (excluding VAT)

Pitch Fee	Deposit Amount (10%)
£	£

DECLARATION

Any equipment used during the event conforms to Health & Safety Legislation and that any electrical equipment will have a current PAT test certificate/stamp. The business holds Public Liability Insurance to the value of £5m. The business conforms to Food Hygiene (England) Regulations 2013 and has food safety management procedures in place. I agree to sell only the items detailed on this application form.

Please indicate your acceptance of these terms and conditions by signing below;

Signed: _____ **Date:** _____

Printed: _____

BUSINESS PROMOTION

As part of your stand package, we will include some information about your business on our web site. Please complete a description of your business below which we will import into the relevant section. (Please ensure that there are no mistakes as we will not be checking for errors). If you don't complete this section we will assume you don't wish to appear.

Please provide description of your business for inclusion on Festival web site (maximum 100 words)

FOOD HYGIENE & HEALTH AND SAFETY

Please ensure you have adequate supplies of hot water for washing-up, cleaning surfaces and hand washing. You are reminded that you have a duty to comply with relevant Food Hygiene and Health & Safety Legislation and you should have a copy of the BCP Mobile Food Vendor Guidelines; failure to comply may result in your stall being prevented from trading.

For further Information or advice regarding Food Hygiene or Health & Safety please contact the Bournemouth, Christchurch and Poole Council; environmentalhealth@bcpcouncil.gov.uk; 01202 454957

Please confirm you have read and understood this;

Yes

TERMS AND CONDITIONS

2022 FESTIVAL RULES & CONDITIONS

It is understood that in signing for and purchasing exhibitor space at the Highcliffe Food and Arts Festival that the festival rules will be adhered to. The Highcliffe Food and Arts Festival is being organised by the Highcliffe Food and Arts Festival Ltd (a Community Interest Company), subsequently referred to in these terms and conditions as the Event Organiser.

EXHIBITOR APPLICATIONS

All sections of the booking form must be completed and accompanied by the following:

- Payment of the Fee as stated in the application form by bank transfer within seven days of confirmation of booking
- A copy of the exhibitor's risk assessment or method statement
- A copy of the exhibitor's public liability insurance for a minimum of £5m
- A photograph of the exhibitor's trade stand
- A full menu for fast food traders

Failure to do so will result in the booking form being returned to the Exhibitor. The Event Organiser reserve the right to refuse or withdraw any booking at its absolute discretion, in which case, payment will be refunded to the exhibitor. If the Exhibitor cancels the booking there will be a non-refundable cancellation fee of £100. If a booking is cancelled after the 30 April 2022 the entire booking fee remains payable. This may be remitted in whole or in part at the discretion of the Event Organiser.

EXHIBITOR TRADING RULES

1. The exhibitor must sell food and drink related products and be Local Authority registered if applicable.
2. Exhibitors will be required to enter into a formal licence with the Event Organiser prior to the Event and to comply with its terms and conditions throughout the Festival.
3. All stalls including tow bars must fit within the space booked.
4. Exhibitors must trade or have a presence at their stall for the whole of each trading day. The Festival will close at 17.00 on Saturday 11 June and 16.00 on Sunday 12 June 2022 and all stalls must be completely broken down and removed by 19.00. Vehicles will only be allowed on site after 17.00 (Saturday) and 16.00 (Sunday)
5. All vehicles must be off-site by 9.30am on each day unless the Event Organisers have granted permission for them to remain on site and parked in a dedicated Traders' Car Park displaying a valid Festival parking permit.
6. Stalls must be manned, stocked and ready to trade by 09.45 on Saturday 11 and Sunday 12 June 2022.
7. All food and drink traders must have adequate supplies of hot water for washing-up, cleaning surfaces and hand-washing and must comply with relevant Food Hygiene and Health and Safety Legislation; failure to comply may result in your stand being prevented from trading.
8. The exhibitor is responsible for the clearance of all waste generated by their stall and must remove all rubbish (including oils and grey water) from the site at the end of each trading day. General rubbish including paper and

cardboard must be placed in the roller bins provided by the Event Organiser. Oils and grey water must be properly and lawfully disposed of. Any trader failing to do so will be charged £250 to cover the cost of cleaning.

9. The exhibitor must not place goods or A boards beyond the boundaries of the stall, either on the ground or hanging, except with the permission of the Event Organiser.

10. The exhibitor must keep the stall and fittings and the space below and behind the stall clean and free from litter and ensure cooking units/grills etc. are not in contact with the public.

11. Exhibitors selling food must comply with the Weights and Measures Regulations, Food Safety (General Food Hygiene) Regulations 1995 as amended and the Food Safety (Temperature Control) Regulations 1995 as amended.

12. All exhibitors must have public liability insurance for a minimum of five million pounds. A copy of the insurance certificate must be enclosed with the application form.

13. All exhibitors using generators or flammable gas must provide adequate fire extinguishers. Those using generators must have current and signed inspection labels (or relevant certificates) on or for the electrical products concerned.

14. The Event Organiser will not be liable for any loss or damage, consequential or otherwise to any trader's property, equipment or produce.

15. The Event Organiser will endeavour to accommodate specific stall location requests when possible but reserves the right to change an agreed position if necessary or to refuse a request.

16. All traders cooking hot food must have flame retardant gazebos to specification BS 5852 and have a fire extinguisher on their stand at all times.

17. All gazebos must be made of flame retardant fabric to BS 5852 standard and weighted down by heavy metal weights on each leg.

18. The Organiser accepts no responsibility or liability for any damage to the general public, traders or other traders property caused by a trader's gazebo.

19. Exhibitors selling alcohol must apply to Bournemouth, Christchurch and Poole Council on-line for a Temporary Event Notice within the stated time frame and display the TEN on their stand. Failure to do will result in their licence to trade being revoked.

20. The sub-letting of all or part of a stall by an exhibitor is forbidden, unless authorised by the Event Organiser. Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls.

21. The Event Organiser and the Fire/Health & Safety Officer reserve the right of inspection of all stands and equipment.

22. Traders are not permitted to have more than one stall selling duplicate products/produce

23. Kettles are not permitted on site.

AGREEMENT

I/WE AGREE, UNDERSTAND AND ACCEPT THAT THIS CONTRACT WILL BE SUBJECT TO THE ORGANISERS' RULES AND REGULATIONS AND TERMS & CONDITIONS. I/WE HEREBY APPLY FOR THE SPACE AT THE FESTIVAL DESCRIBED ABOVE AND I/WE UNDERTAKE TO PAY THE REQUIRED AMOUNT AS STATED ABOVE WITH THIS AGREEMENT OR UPON RECEIPT OF AN INVOICE. I/WE FURTHER CONFIRM THAT SUBMISSION OF THIS AGREEMENT TO PARTICIPATE BY ME/US (THE TRADER) THIS APPLICATION BECOMES A LEGALLY BINDING CONTRACT AND WE MAY NOT WITHDRAW FROM THE SAME WITHOUT INCURRING CANCELLATION CHARGES. I/WE HAVE CHECKED THAT ALL THE DETAILS ARE CORRECT AND I/WE ALSO ACCEPT THAT ALL AND ANY ADDITIONS OR ALTERATIONS OR CONDITIONS WHICH ARE NOT DETAILED HEREON MUST BE CONFIRMED BY THE ORGANISERS IN WRITING. IT IS A LEGAL REQUIREMENT TO HAVE PUBLIC LIABILITY INSURANCE TO COVER YOUR TIME ON SITE. A COPY OF PUBLIC LIABILITY INSURANCE MUST BE PROVIDED TO THE ORGANISER PRIOR TO ENTERING THE EVENT SITE.

YOU WILL BE INVOICED ONCE WE HAVE RECEIVED THIS AGREEMENT AND YOUR PARTICIPATION WILL BE CONFIRMED ONCE PAYMENT HAS BEEN RECEIVED.

I hereby confirm that I have read and agree to the terms and conditions	Yes
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