

CHRISTCHURCH FOOD FESTIVAL 2019

TERMS & CONDITIONS

2019 FESTIVAL RULES & CONDITIONS

It is understood that in signing for and purchasing exhibitor space at the Christchurch Food Festival that the festival rules will be adhered to. The Christchurch Food Festival is being organised by the Christchurch Food Festival Community Interest Company (CFFCIC), 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:

- 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 copy of the exhibitor's Hygiene Rating if applicable
- Images of the exhibitor's stand and products

Failure to do so will result in the booking form and payment being returned to the Exhibitor.

If the exhibitor's application has been successful, payment will be due by bank transfer to the Event Organiser's account within seven working days.

The Event Organiser reserves 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 31 March 2019 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 fast food traders should use compostable/bio-degradable service ware and not use plastic or polythene.
4. All stalls including tow bars must fit within the space booked.
5. 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 May and 16.00 on Sunday 12 May 2019 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)
6. All vehicles must be off-site by 9.30am on each day and parked in a dedicated Traders' Car Park displaying a valid Festival parking permit.
7. All vehicles must be removed off site after set up unless the Event Organisers have granted permission for them to remain on site
8. Stalls must be manned, stocked and ready to trade by 09.45 on Saturday 11 and Sunday 12 May 2019.
9. 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
10. 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.
11. 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.
12. 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.
13. 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.

Terms& conditions continued:

14. 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
15. All exhibitors using electricity or flammable gas must provide adequate fire extinguishers. Those using electricity must have current and signed inspection labels (or relevant certificates) on or for the electrical products concerned. The Electricity Supply Request of the Booking Form must be completed and signed by the Exhibitor to confirm acceptance of the terms and conditions.
16. The Event Organiser will not be liable for any loss or damage, consequential or otherwise to any trader's property, equipment or produce.
17. The Event Organise 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.
- 18 All traders cooking hot food must have flame retardant gazebos to specification BS 5852
- 19 All gazebos must be made of a heavy-duty fabric and weighted down by heavy metal weights on each leg. The Event Organiser accepts no responsibility or liability for any damage to the general public, traders or other Traders' property caused by a trader's gazebo.
20. Exhibitors selling alcohol must apply to Christchurch 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.
21. The sub-letting of all or part of a stall by an exhibitor is forbidden, unless authorised by the Event Organiser
22. Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The Event Organiser and the Fire/Health & Safety Officers reserve the right of inspection of all stands and equipment.
23. Traders are not permitted to have more than one stall selling duplicate products/produce
