



Traders' Application Form

SATURDAY 13th and SUNDAY 14th JUNE 2015

CLAREMONT FARM, WIRRAL, CH63 4JB

Farm Feast 2015

Building on the success of Farm Feast 2014 (formerly Wirral Food and Drink Festival) this year's festival will take place over a non Bank-Holiday summer weekend, and provide visitors with a highly diverse, top quality food offering. In addition, we have created a festival-style programme of music, unique entertainment and all round family fun.

Trading Hours: Saturday: 10am – 10.00pm Sunday: 10am – 6.00pm

Potential Footfall: 20,000

Testimonials

**"This has to be one of the best festivals in the UK, bringing together local artisan producers who are proud and passionate to share their produce at this fantastic venue!! A must for everybody.....Put it in your diary for 2015
Pen-y-lan Pork**

"Good quality producers and friendly staff, plenty of customers and a great venue"

- Condessa Welsh Liqueurs

"Good catchment area, plenty of people coming back year after year, good transport links and very pleasant helpful staff, THANK YOU".

-Ralph's Cider and Perry

Traders' Information

Please PRINT clearly

Name		
Company		
Postal address		
Post code		
Email address		
Telephone number	Mobile	Business/landline
Website	Yes – state details No	
Facebook	Yes – state detail No	
Twitter	Yes –state details No	
Insurance company		
Insurance policy details	Policy number: Expiry date:	
Details of local Environmental Health Officer	Name: Contact details:	
Details of products to be sold		

Early Bird Booking!

Benefit from Early Bird booking rates and send your application plus £50 deposit before 16th April 2015

After booking an invoice will be submitted and the balance is to be paid within 30 days of that invoice date. (*See terms and conditions on pages 10-11 point 5*).

Traders' Application Forms

Stalls - Field, Courtyard (New layout), Lower Meadow

Stall Type	Stall Code	Area ¹	Early Bird Booking by 16 th April 2015	Booking Costs for applications received AFTER 16 th April 2015	Total
"Market Place" Space in marquee in the Lower Meadow	MS6	Space for 2 x 6ft (1.82m) tables. 1 at the front and 1 only for storage at the back. Tables not included in price.	£120 + VAT	£220 + VAT	
Aisle single stall (3m frontage)	AS3	3mx3m (10ft by 10ft)	£250 + VAT	£350 + VAT	
Aisle double stall (6m frontage)	AD6	6mx3m (20 feet x 10 feet)	£500 + VAT	£600 + VAT	
Corner stall (6m frontage)	C6	3mx3m	£350 + VAT	£450 + VAT	
Combination stall (Aisle/Corner) (9m frontage)	CA9	6mx3m	£600 + VAT	£700 + VAT	
Surcharge Cooking (See info below)	SC		£125 + VAT	£225 + VAT	
				Sub-total (exclusive of VAT @ 20%)	£

Please specify if you have an area of preference (i.e. Courtyard):

Surcharge Cooking – If you would like to cook food at your stall, you will have to pay an additional fee, as stated in the table above.

¹ Stall area: 3m x 3m (10 feet by 10 feet); 6m x 3m (20 feet by 10 feet);

Street Food Stalls - Chalets - (in Lower Meadow or Courtyard)

Street Food Stalls	Stall Code	Area	Early Bird Booking by 16 th April 2015	Booking Costs for applications received AFTER 16 th April 2015	Total
Chalet single (3m frontage)	SFS3	3mx3m	£390 + VAT	£490 + VAT	
Chalet double (6m frontage)	SFD6	6mx3m	£610 + VAT	£710 + VAT	
Corner chalet (6m frontage)	SFC6	3mx3m	£550 + VAT	£650 + VAT	
Combination (Aisle/Corner) Chalet (9m frontage)	SFCA9	6mx3m	£710 + VAT	£810 + VAT	
				Sub-total (exclusive of VAT @ 20%	£

Trailers and size

Applications will not be considered without trailer size information

Small	Medium	Large
3m x 3m	6m x 6m	10m x 10m

Trailer	Stall Code	Actual Size	Early Bird Booking by 16 th April 2015	Booking Costs for applications received AFTER 16 th April 2015	Total
Small	TS		£400 + VAT	£450 + VAT	
Medium	TM		£550 + VAT	£650 + VAT	
Large	TL		£650 + VAT	£750 + VAT	
				Sub-total (exclusive of VAT @ 20%	£

Electricity Package

Traders must use the electricity supply provided on site; generators are **not** permitted.

Item	Price	Quantity	Total
Low usage – 1.2KW/6AMP	£50 + VAT		
Medium usage – 3KG/13AMP	£70 + VAT		
High usage – 6KG/32AMP	£95 + VAT		
Vehicle power (i.e. refrigeration)	£45 + VAT		
		Sub-total (exclusive of VAT @ 20%	£

Please note, electricity usage inspections will be made during the Festival and in the event of traders using electricity, which exceeds their booking quota, additional charges will be made.

If you know you will need additional electricity please give details:

Additional electricity required:

Table/Chair Package

A weekend table and chair package includes a 6ft table and 2 chairs.

Item	Price	Quantity	Total
Weekend table and chair package	£40 + VAT		
Additional tables (<i>Please note quantity</i>)	£12 + VAT		
Additional chairs (<i>Please note quantity</i>)	£5 + VAT		
		Sub-total (exclusive of VAT @ 20%	£

Risk Assessment Form

Consider risks (health and safety, hygiene, cash handling and fire), along with the steps you would take in order to minimise the risk.

Activity	Potential Hazard	Those at risk	Steps taken to minimise risk

Traders' Application Checklist

Please ensure you have completed the application form *in full*.

Please note: *incomplete applications will not be accepted.*

We will confirm receipt of your application as soon as we receive it.

Applications must be returned by April 16th 2015 with all information attached as stated below:

	Signed off by trader	Dated
Completed application form		
Completed risk assessment		
Copy of your public liability certificate		
Copy of your food hygiene certificate		
Deposit cheque £50 per booking – made out to Wirral Food and Drink Festival (this will only be cashed if your application is successful)		
Details of produce to be sold - copies of menus, price lists and images		
References or testimonials (this will help your application when it comes to selection)		
Spillage bond- £50 cheque post-dated 15 th June 2015 (payable to Wirral Food & Drink Festival) (see below)		
Electricity package completed		
Table and chair package completed		
Conformation of trading on Saturday evening (see below)		

Confirmation will be sent to successful applicants within 30 days of receiving the application, together with an invoice for the full value.

Spillage Bond

Traders must fully clear all waste from a 3m perimeter of their stall/trailer at the end of each day. Any vendors, who do not adhere to this, will incur the loss of their £50 cheque, which must be provided with the application. Your cheque will **NOT** be processed if you meet the terms and conditions.

SATURDAY 13th June 2015 6-10pm

Entertainment on both stages will continue until 10.00pm on Saturday and we hope that as many producers as possible will stay open till then. We understand that this may not be possible in all cases.

Please indicate if you are unable to stay open on Saturday evening as the allocation of stalls will be influenced by this.

Trading on Saturday evening	No
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By submitting your application you are agreeing to terms and conditions set out by Wirral Food& Drink Festival Ltd

I have read and understood the terms and booking conditions attached and I hereby agree to comply with them.

Signed	Date
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Please return all requested items along with your application to:

Lisa Macmaster, Claremont Farm, Old Clatterbridge Road, Spital, Wirral CH63 4JB

Any queries; lisa@farmfeast.co.uk 07747 016039

Farm Feast 2015 - Terms & Conditions

1. A £50 deposit (**made out Wirral Food and Drink Festival**) is required at the time of booking. No bookings will be accepted without this.
2. A £50 spillage bond (**made out to Wirral Food and Drink Festival**) is required at the time of booking. No bookings will be accepted without this.
3. **Cancellation:** Farm Feast will retain 50% of the paid total on cancellation by the vendor up to **Monday 11th May 2015**.
4. **Cancellation:** Farm Feast will retain 100% of the paid total on cancellation by the vendor after **Monday 11th May 2015**.
5. **Payment Terms** – Vendors are required to pay 100% within 30 days of the invoice date. (eg. **Invoice date 13/03/2015 – Payment due 11/04/2015**)
6. Farm Feast 2015 will try to place stalls offering similar produce apart, but reserve the right to give the public variety and choice.
7. Exhibitors must ensure that they are adequately insured. **Copies of Public Liability Certificates must be sent with the booking form.**
8. It is essential that exhibitors carry out a **Risk Assessment** for their stalls. **Please see template attached, copies of which must accompany the booking form.**
9. Exhibitors must ensure that all relevant electrical equipment has had updated Portable Appliance Testing (PAT).
10. Exhibitors must comply with health and safety regulations, in line with the Health and Safety Act (1974).
11. Exhibitors selling consumable goods must comply with food hygiene regulations and copies of **Food Hygiene Certificates** must be sent with the booking form.
12. Exhibitors selling consumables must have sufficient hand washing facilities including hot water.
13. Exhibitors must only sell the goods stated at the time of booking and the Festival does not permit the sales of mass produced goods. Exhibitors must not give food and drink away for free as this may affect the sale of other exhibitors but tasting samples are permitted.
14. Exhibitors will be allocated set up time slots before the festival. **No vehicle movements will be allowed on the site from 1 hour before opening time** and 45 minutes after closing time. (Please note the **Farm Feast 2015** site is a farm and delays getting on and off site may occur depending on weather conditions.)
15. **Exhibitors will only be allocated two entry permits.**
16. Exhibitors must ensure that no equipment exceeds the area booked. **Exhibitors who fail to respect this rule may be asked for additional payment over the two days of the Festival.**
17. All stalls and pitches must be staffed, stocked and open during the Festival's opening hours.
18. The organisers reserve the right to extinguish any open fires in the event of excessive smoke.
19. Exhibitors may not smoke on the Festival site; smoking areas will be designated.
20. Exhibitors must place their rubbish in allocated producer bins and **clean up their stall/ food area after each day**. If the exhibitor fails to do this, the spillage bond of £50 enclosed with this application will be cashed.
21. Exhibitors must take responsibility to safeguard their property. The festival does not accept any responsibility for any losses.
22. Exhibitors must display their name and address in a size and style that can be easily seen by the public.
23. Exhibitors must keep their stalls presentable, only showing what they are selling. Therefore please use tablecloths big enough to cover what you wish to store under your tables. Food items must not be stored on the ground.
24. No refunds will be made if the festival cannot take place for any reasons beyond the control of the organisers including bad weather or ground conditions. The decision to cancel is at the discretion of the committee (**Wirral Food & Drink Festival**).
25. Exhibitors may be banned from future events if any rules are breached.

