



## TERMS AND CONDITIONS FOR BOA FOOD AND DRINK FESTIVAL 2019.

### General

1.1 Stalls are non-transferable. **We only provide stall space** – stallholders will need to provide their own gazebo, tables and equipment etc. We are on grass (not paving) all gazebos must be pegged down and correctly weighted. All stalls are a 3m x 3m sized pitch.

1.2 The organiser's decisions are final with regard to stall acceptance and layout. Whilst every effort will be made to meet the requirements of the stallholder, BoAF&DF cannot guarantee a particular position within the event space.

1.3 Set-up instructions will be issued to stallholders at least 10 days prior to the event and we ask that these instructions are strictly adhered to.

1.4 The event is officially open for trading on Saturday 1st June 2019 from 10am to 6pm.

1.5 Anyone selling illegal, counterfeit or inappropriate goods will be removed from site and the relevant authorities informed.

1.6 BoA Food and Drink Festival regrets that refunds cannot be given for bookings cancelled by stallholders. Under exceptional circumstances, a refund of 50% may be considered on bookings

cancelled before 1st March 2019, as long as BoAF&DF is able to re-sell the space.

If due to exceptional circumstances BoAF&DF is cancelled, due to an act of terrorism/ an act of God such as adverse weather conditions stall holder fees cannot be refunded.

1.7 Stands **must not** be dismantled or moved prior to the closing time of the event. If you do sell out of stock please leave your stand tidy displaying promotional material for your business with a notice stating 'Sold Out'. Failure to comply will be noted and future applications may be refused. NO vehicles will be allowed on site until after the festival has closed on Saturday 1st June at 6pm to dismantle your pitch.

1.8 No vehicles are permitted on site at the event during public opening times, 10am – 6pm, unless part of the stand and can be accommodated within the stand space.

1.9 Trader Vehicles - car park TBC - you will be notified of the parking area.

1.10 Stallholders need to provide their own refrigeration and any other equipment necessary for the safe handling of all chilled goods.

1.11 Stallholders are reminded that it is their responsibility to ensure they comply with the law in all aspects of food hygiene, health and safety, employment, licensing, trading standards and any other relevant legislation.

1.12 Every stallholder is responsible for carrying out a risk assessment of their stand and to ensure that all potential risks are minimized; hazards should be identified and protective/ preventative measures implemented.

1.13 Stallholders **must only sell** what is stated on their booking form.

1.14 Stallholders selling alcohol will have to contribute towards the event licence. The designated premises supervisor will have the authority to close down any stall selling alcohol to under 18's. If you do so, you may be removed from the food festival.

1.15 **NO GENERATORS** are allowed. All power required must be booked through our power suppliers. It is the responsibility of the stall holder to book the power. If you don't book there will be no power provided.

## **Public Liability Insurance**

2.1 Stallholders are responsible for the insurance of their own property and must have current Public Liability Insurance to the value of £2 million at the time of the event. They must also hold Product and Employer Liability Insurance where appropriate.

2.2 Stallholders must give details of their insurance cover as part of the booking procedure and have certificates with them for inspection at the event.

2.3 Stallholders shall not hold BoAF&DF responsible for any loss, damage, theft or destruction of any exhibit, goods, property or equipment.

## **Health and Safety**

3.1 All stalls must meet Health & Safety Standards in line with the Health & Safety at Work Act 1974. Health and Safety officials will inspect the site during the event. We are on grass (not paving) all gazebos must be pegged down and correctly weighted.

3.2 Stalls may be inspected by Environmental Health, Trading Standards Officers or any other professional body.

3.3 Stalls who use powered appliances must supply the relevant safety certificates as well as fire extinguishers and adequate barriers around the powered equipment.

Stalls cooking food – 4kg dry powder or 4 litres of foam. If deep fat frying a flame failure device is recommended and a suitable fire blanket.

Stalls with electrical equipment – 4kg dry powder or Carbon Dioxide CO2

3.4 All food businesses must provide details of the local Authority their business is registered with their Food Hygiene certificate where appropriate, which is available for inspection on the day.

3.5 Stallholders using gas cylinders are expected to provide suitable storage facilities. All cylinders must be installed prior to the opening of the event and must not be transported during the event. Stallholders are responsible for ensuring that they conform to GasSafe Regulations.

3.6 All electrical equipment must be PAT tested with a current sticker/certificate with the equipment.

**IF YOUR ARE SUCCESSFUL WITH YOUR APPLICATION, WE WILL ISSUE YOU WITH AN INVOICE. PAYMENT NEEDS TO BE MADE WITHIN 14 DAYS OF RECEIPT.**

**PLEASE NOTE YOUR STALL IS NOT CONFIRMED UNTIL IT IS PAID FOR AND WE HAVE RECEIVED YOUR RISK ASSESSMENT AND ANY OTHER DOCUMENTATION.**