

WHITCHURCH FOOD & DRINK FESTIVAL

Saturday 16th – Sunday 17th May 2020



The seventh annual Whitchurch Food and Drink Festival will be a two-day event in Whitchurch High Street & Civic Centre. You are invited to apply for a place at this event and we are seeking purveyors of high-quality food, drink and associated products. Exhibitors who are able to provide their own table/gazebo can make a saving on pitch fees.

Indoor food exhibitor pitches will be based on 10-foot frontage. A standard outdoor pitch will consist of a basic 3m x 3m allocation. The outdoor Food Court area will be in the main High Street in 2020. Tables and seating will be provided for diners with cover provided by gazebos, as well as entertainment.

FOOD EXHIBITOR PRICES INDOOR OR OUTDOOR

£138 incl. VAT per weekend with one 6-foot table provided

£126 incl. VAT per weekend if providing own table/gazebo

£12.00 incl. VAT extra for electricity

Early bird discount offer

Return your form and payment by **31st January 2020** in order to qualify for an indoor pitch without a table for **£108.00** (early bird price with table included = **£120.00**). A 3m x 3m outdoor pitch is **£108** if you provide your own gazebo & equipment.

FOOD VENDOR PRICES (OUTDOOR ONLY)

£174 incl. VAT per weekend one 3M x 3M pitch (early bird)

£198 incl. VAT per weekend after 4th March 2019

£12.00 incl. VAT extra for electricity

Early bird discount offer

Return your form and payment by **31st January 2020** in order to qualify for a pitch at the **£174** rate. Please note the use of electricity will incur an additional charge.

All prices are inclusive of VAT.

T's & C's

Your form must reach our offices by 7th October 2019, at the latest, in order to qualify for our early bird discount deals. Please read the booking form carefully and complete all necessary sections. Indoor Food Exhibitor pitches include a 10ft frontage and 6ft depth. Please note outdoor pitches for food vendors are limited and these are based on a 3m² pitch.

Electric sockets are £12.00. The organisers reserve the right to return payments should certain lines become oversubscribed. Later applications will be the first to be returned. Please note, we may not be able to provide electricity points for all outdoor exhibitors, if you wish to guarantee access to an electricity point then please book an indoor pitch

WHITCHURCH FOOD AND DRINK FESTIVAL 16th – 17th MAY 2020

YOUR DETAILS (please complete in BLOCK CAPITALS)

1. Name:

Company name:

Address:

Tel No: Mobile:

Email: Web address:

Please complete one of the following sections ONLY:

Section A) FOOD EXHIBITOR APPLICATION FORM. Producers wishing to exhibit at the Food and Drink Festival

Section B) FOOD VENDOR BOOKING FORM. Vendors wishing to sell hot/cold food to be consumed on the premises or in the Food Court area.

SECTION A – EXHIBITOR APPLICATION FORM

Please read the form carefully and complete this section ONLY if you are a food exhibitor

1. YOUR PRODUCT

Is your product made by (please tick)

You, or a member of your business

A third party

Please give a full description of all stock you will be displaying. Your booking will be taken on the basis of what you list here and YOU WILL NOT BE ABLE TO DISPLAY ANYTHING NOT LISTED.

List of Products:

2. FOOD HYGIENE INFORMATION

Name of Food Business Operator:

Name of Local Authority you are registered with:

What is your current Food Hygiene Rating?

5

4

3

2

1

0

Unrated

Exempt

Date of your last inspection:

Has your business ever had improvement notices served or been subject to any legal action: YES / NO
(If yes please provide details below)

Name of Public, Product & Employee Liability Insurer:

Policy Number:

Please include a copy of your Public Liability cover with this application – APPLICATIONS WITHOUT CERTIFICATE OF INSURANCE WILL NOT BE CONSIDERED.

3. YOUR REQUIREMENTS: Please tick or indicate number required

.....One indoor pitch with 6 foot table provided @ £120 (before 07/10/19) or @ £138 (after 08/10/19)

..... One indoor pitch without table @ £108 (before 07/10/19) or @ £126 (after 08/10/19)

..... One outdoor pitch bringing your own gazebo @ £108 (before 07/10/19) or @ £126 (after 08/10/19)

..... Electric socket @ £12.00

All prices are inclusive of VAT

SECTION B – FOOD VENDOR APPLICATION FORM

Please read the form carefully and complete this section ONLY if you are a food vendor

1. YOUR PRODUCT INFORMATION

Is the product you are serving made by (please tick)

You, or a member of your business

A third party

Please give a full description of all stock you will be displaying. Your booking will be taken on the basis of what you list here. **YOU WILL NOT BE ABLE TO DISPLAY ANYTHING THIS IS NOT LISTED.**

List of Products:

2. FOOD HYGIENE

Name of Food Business Operator:

Name of Local Authority you are registered with:

What is your current Food Hygiene Rating?

5 4 3 2 1 0 Unrated

Exempt

Date of your last inspection:

Has your business ever had improvement notices served or been subject to any legal action: YES / NO
(If yes please provide details below)

Name of Public, Product & Employee Liability Insurer:

Policy Number:

Please include a copy of your Public Liability cover with this application –
APPLICATIONS WITHOUT CERTIFICATE OF INSURANCE WILL NOT BE CONSIDERED.

3. VEHICLE DETAILS

Type of Structure (please tick appropriate box)

Stall Purpose Built Vehicle Converted Vehicle Gazebo

Other* *Please specify

Please indicate the following facilities you intend to provide onsite:-

Refrigerator Cooking Hob/Griddle Oven Sink with hot water

Separate Hand Washing Facilities*

*Please provide details

PITCH REQUIREMENTS

No. of pitches Total area required (metres)@ £174 per pitch (before 07/10/19) or @ £198 per pitch (after 08/10/19)

..... Electric socket @ £12.00

All prices are inclusive of VAT.

Any additional requests?

ALL PITCH HOLDERS PLEASE COMPLETE:

I enclose the full pitch fee in order to secure a pitch at the 2020 Whitchurch Food and Drink Festival. **Please note: only stall holders who are able to trade on BOTH days will be considered for a pitch.** Your insurance certificate must be current at the time of the event and if your existing insurance should run out between the date you have booked and the date of the event you will be required to present the “new” certificate of insurance upon arrival on the 18th May 2019. Failure to present this could mean you will not be able to set up your stall/stand.

I also enclose a completed copy of the Risk Assessment and Method Statement document (tick).

I have read and understood the terms and conditions of hire (please sign).

Total amount £..... Signed Date

BACS **OR** Cheque **OR** Card (Please indicate)

Please complete and return the form along with full payment to:

Whitchurch Food and Drink Festival, Whitchurch Town Council, Civic Centre, High Street, Whitchurch, Shropshire, SY13 1AX.

Contact details

01948 665761 (Zoë Dean, Town Centre Manager/Assistant Town Clerk) email: tcm@whitchurchcouncil.uk

BACS PAYMENTS

CHEQUES PAYABLE TO: Whitchurch Town Council



Unity Trust Bank
Account Name: Whitchurch Town Council
Account No: 20335904
Sort Code: 60-83-01

VAT Registration Number: 280127970