

# Simmer Down Festival 2018

## Stall Holder Application

Please read the terms and conditions below before completing the stall holder application contact form.

The Simmer Down Festival will open at 12 midday and finish at 7.30pm.

You may set up your stall from 6am on the morning of the festival. No parking space will be allocated to the rear of each plot, unless otherwise agreed with the festival management team. All vehicles must be removed from festival area by 11.00am on the day and parked within the traders' carpark area; there is no vehicle access in the public area during the festival. Vehicle access to the park will not be permitted for dismantling stalls until the festival has ended.

You must display a festival vehicle pass, to drive along the festival area, to be granted access to your allocated plot. This will be issued when payment has been received.

The stall holder must provide all equipment required to run the stall; this includes, fire extinguishers, chairs and tables ect. If you are using a generator, please ensure that this has been safety tested and is fit for purpose.

It is Simmer Down Festival policy not to have too many duplicate stalls. Applications are put forward to the committee for consideration. Stalls must not be sublet and if there is any change to your requested stall you must inform the festival team immediately. Failure to do so will result in the stall holder being asked to leave the festival.

You must be registered with a local authority, for **catering stalls** you must have a rating of 4 stars or above.

The stall holder should have appropriate insurance cover and risk assess their stall. Simmer Down Festival management have the right to refuse stall applications.

## **Stall Holder Terms and Conditions**

### **1. Stall Operation**

#### **1.1 Allocated stall area**

Stallholders will confine their operations to within their allocated stall site. This is the area occupied by the stall, and is no wider than 3 meters unless otherwise agreed by SDF. Stallholders will need to provide their own tables, shade or weatherproof covering. Marquees must have leg weights available to use on hard surfaces or in windy conditions. All marquees must be of high commercial standard, with fire retardant material.

#### **1.2 Continuous Trading**

The stallholder must keep their stall open for uninterrupted trading until 7.00pm unless all products are sold out. The stallholder may then only leave the Festival market with permission of the SDF.

#### **1.3 Product on Offer**

Stall holders agree to provide the products listed in their application. Product ranges may not be substituted or changed without permission of the SDF.

SDF reserves the right to withdraw its' invitation to any stallholder who does not comply with the criteria.

1.4 Acceptance of Stall Holder Applications is at the discretion of the SDF and we aim to have a mix of food and produce offerings to excite our visitors and meet their demand.

#### **1.5 Site Access for Stall holders**

All stall holders will have access to the site from 6.00am on the Festival day, which is Saturday 18th August 2018. All vehicles will need to be removed from the Festival site and parked in the designated Traders Car Park by 11.00am. No vehicle access to the Festival site will be allowed until 8.30pm on Festival Day.

## **2. Attendances.**

The success of the Festival requires a commitment by all involved. The SDF Team will support you through online promotion and exposing your presence to tens of thousands of potential customers. Should your circumstances change, and you are unable to attend, please advise us ASAP. The damage caused by 'no shows' is significant and a vibrant festival has a full complement of stalls and a wide range of products on offer.

## **3. Sustainability & Waste Disposal.**

3.1 Sustainability Information should be readily available to customers at each market about the produce and production methods of your business. We encourage you to use as little packaging as possible and to use recyclable packaging wherever possible within health department provisions.

### **3.2 Waste Disposal**

All stallholders must remove and dispose from the Festival site all refuse and litter at and around the stall generated because of trading during the Festival. Council or SDF rubbish bins are ONLY provided for public use. Waste water from a stall must be disposed of in drains and NOT on grassed stall sites.

**All oil products must be taken away in an appropriate seal container or drum.**

## **4. Packing Up.**

Stallholders must pack up the stall in an orderly and quiet manner and leave the stall site in the condition that it was prior to the stall being erected on Festival day.

## **5. Council Directions.**

The stallholder must obey the lawful directions of any municipal council officer charged with the responsibility of overseeing the local laws pertaining to health and other regulations.

## **6. Alcohol.**

Stallholders must not consume alcohol during attendance at the Festival.

## **7. Food & Beverage Sale.**

If selling food or beverages, the stallholder must: -

7.1. Strictly observe all requirements under the Public Health Act and local council by- laws concerning the preparation, storage, display and sale of food and beverages.

7.2 Ensure that all food complies with all safety regulations having obtained all relevant permits from the proper authorities.

7.3 All products for sale must be clearly priced using display cards, or on product packaging.

7.4 If stallholders use scales they should be tested and certified.

7.5 Ensure you have a copy of your FSP and Food Registration with you always at the Festival.

**Health officers may ask to sight these documents during the event.**

## **8. Dangerous Goods and Compressed Gasses.**

Stallholders shall always: -

Keep no more than 1 litre of flammable liquid in an approved container - Keep no more than two cylinders of LP gas not exceeding 25 litres - Secure any cylinder of inert gas therein placed to prevent dislodgement.

## **9. Inspection.**

The stall may be inspected at any time by an authorised Council Environmental Health Officer or SDF Safety Officer to ensure compliance with legislative requirements. The officer should not be impeded by the stallholder in carrying out their duties.

## **10. Conditions of Operation.**

These Conditions of Operation may be changed at any time by SDF.

## **11. Indemnity.**

The stallholder must indemnify SDF against all claims, demands, liabilities, losses, damages, costs and expenses incurred in respect of any injury or damage sustained by any person resulting from or arising out of the stallholder's use of the stall during the Festival.

## **12. Insurances.**

Where food and beverages are to be sold at the stall, the stallholder must in respect of their use of the stall effect and keep effected for each and every stall a Public Liability Insurance in the sum of not less than £5,000,000 in the form of a Standard Risk Policy covering the stallholder bearing an endorsement agreeing to extend the indemnity under the said policy so far as not already covered to include claims arising out of the indemnity contained in these terms and conditions provided that if there be no standard public risk policy then a Public Liability Insurance in the form commonly used shall be sufficient for the purposes of these terms and conditions.

## **13. Stallholder Conduct.**

13.1 Stallholders and assistants are required to maintain the highest standards of stall/product presentation, personal appearance, customer service and relations.

13.2 Stallholders must wear appropriate clothing including a name badge to ensure customer confidence, and the fulfilling of food hygiene standards.

13.3 Stallholders must refrain from smoking anywhere within the Festival site.

13.4 Stallholders must not place any goods beyond one metre distance from the front of the stall without prior consent of SDF nor cause obstruction to other stallholders or the public.

13.5 Loud and intrusive selling techniques will not be permitted. Stallholders are not to use any public-address system, or other practices which may cause annoyance to other stallholders and customers.

13.6 No raffles or games of chance shall be permitted without the written permission of SDF

13.7 No political propaganda or raising of any petitions etc. will be allowed on any stall or other part of the Festival.

Once your application is approved you will be contacted on how to make the full payment, which will include a holding deposit, the holding deposit will be paid back into your account 7 days after the festival, if all our policies has been adhered to.

If you are happy with these terms and conditions, please complete the application form below and we will be in touch. Thanks for your interest.