

# Simmer Down Festival 2018

## STANDARDS AND CONDITIONS

Stallholder/Trader, on behalf the Simmer Down Festival (SDF), we welcome your interest in being a part of Simmer Down Festival 2018. Please read the terms and conditions outlined below and then complete your online Stall Holder Application Form.

The presentation and appearance of your stall is important as is the goods you are proposing to sell. The online application process requires you to send up to date photos of your stall. If you do not have photos of your stall, we would need to see a sketch or artist's impression of how your stall would look if it were at Simmer Down Festival 2018, applications with no photos/sketches are incomplete and will not go through to the selection process. We look for creative and aesthetically pleasing stalls which fit in with the ethics of the Festival. We are keen for the Festival Markets to be full of good quality food/products, at a fair price.

**When completing your application, please ensure stall and pitch sizes are accurate.**

We need to know precisely what space you require rather than just a guess, we use the information you give us to plan our market areas and are unable to make changes once space has been allocated. We request four measurements from you – stall width and depth and pitch width and depth. Stall sizes must include your trading structure and any additional kitchen/preparation area you may have. The pitch sizes need to include your stall as well as an exact width for guy ropes/Securing hooks and in terms of depth.

Whether you come to site as a food trader, non-food trader, you are operating as a legitimate business and as such must comply with current legislation.

Regardless of whether you are selling a product or service to the public, you will need to bring certain documentation to site which must be available for inspection at all times in case of need to include, but not exclusively: -

- **Public, Employers and Employees Liability Insurance Certificates**
- **Food traders are required to carry £5m cover**
- **Non-food traders £1m cover**

- **Health & Safety Documentation (Policies, Risk Assessments including Fire Risk Assessment, Training Records etc.)**
- **PAT Test Certification**
- **Gas Food Safety Management System (SFBB, NCASS, COOKSAFE or similar)**
- **Safety Certificates (where applicable)**
- **Written Scheme of Examination for all pressurized Systems (including coffee machines)**
- **Food Hygiene Training Certificate (food handlers only)**
- **Written allergen information on all unpackaged foods**

All Food traders will be visited onsite by one of the Food Safety Officers. We operate a RAG (Red, Amber or Green) system whereby each trader is assessed on their compliance with Food Hygiene legislation and awarded a relevant coloured card. Those traders awarded a **Green Card**, are considered safe to continue trading. Traders receiving an **Amber card** will have some areas requiring attention and improvement but will be allowed to continue to trade. Any trader considered unsafe will receive a **Red Card** and will not be allowed to trade until a further inspection has taken place.

Ground conditions can become wet; you must ensure you are prepared by considering a raised floor within your stall (particularly food traders) and that your stall is sturdy enough to sustain strong wind and heavy rain throughout the Festival. You and your staff need to be prepared for all weather conditions.

Sub-contracting, sub-letting or the sharing of a stall or any part of a stall is strictly forbidden. We expect the Trader applying to be the Trader running and managing the stall on site.