

Priddy Folk Festival

6th – 8th July 2018

FOOD TRADER INFORMATION – Please read carefully

Thank you for your enquiry to trade at the Priddy Folk Festival. Our aim is to have a varied mix of high quality food traders, we are a small festival, so have a limited number of food pitches available to keeping a number that makes the event work for both parties.

All the profits from the Festival are used to support worthy causes in our village.

Completed applications must be submitted by Sunday 4th March. Please ensure you submit all the supporting documentation detailed below.

We will inform you by **Monday 12 March** if you have been successful or not.

ARRIVAL AND SETUP

You may set up from 5.00pm on Thursday 5 July 2018, however we cannot guarantee electrical supply until Friday. We regret that earlier access is not possible due to completion of site setup. Please report to the site manager on arrival who will direct you to your pitch.

You must ensure that you can be set up on site by 4pm on Friday 6 July 2018. Late entry will not be allowed.

ELECTRICAL REQUIREMENTS

Please tell us what your power demands are – 16 or 32 Amps and plug type (ie blue round 16 or 32 Amps, red 4 or 5 pin 32 Amps).

All electrical appliances should be tested and a test certificate be provided.

FOOD ALLEGENS

In compliance with the EU Food Information Consumers Regulation 1169/2011 you are required to provide allergen information on food sold which must be made available to consumers. Please supply with your application documentation showing this information and proof that training is provided for all staff.

GAS

All gas appliances should be tested and a current Corgis certificate be provided.

MENU

It is important that the menu and price list you submit with your application is the one you intend to use at the Festival – any deviation from these may result in you being excluded from the Festival.

If you are successful we would ask you to put on your menu a “Priddy Special” something that you don’t always serve and also offer a ‘meal deal’ for families with young children.

PACKAGING AND DISPOSABLE PRODUCTS

Environmentally friendly practices are important to the festival. You will be asked on the application form to confirm that you will be using compostable/biodegradable products for serving food and drinks, that you will use an alternative to plastic cutlery (e.g. wooden or edible), that you will sort all your waste, adhering to the festival’s relevant policies (which will be communicated to you) and that you will recycle everything that can be.

PAYMENT

You do not need to send any money at this stage. We will let you know the cost of your pitch based on the information given on your application form. If your application is successful, we will confirm this to you by 12 March 2018 and a non-refundable deposit must be then paid by 7 April 2018; the balance being payable by 5 May 2018.

PITCH SIZE/SPACE REQUIRED

You must state the exact size you require including preparation area, towbar, service vehicle etc.

WASTE

You are responsible for the sorting of and recycling waste, leaving a clean pitch when you leave. Please take away cooking oil away with you. Your pitch must be clear and tidy when you leave when vacating.

WATER

Please note: water is supplied via a stand pipe, you will need to collect it. Waste water must be collected in water containers and not poured into the ground.

WORKING PRACTICES

You are responsible for Food Safety, Health and Safety whilst on site at the festival. Please provide valid public and product liability insurance, risk assessments, hazard analysis/method statements and hygiene certificates for those who will be working at the festival.

CHECKLIST OF INFORMATION REQUIREMENTS

Please complete your application form and submit the following documents alongside:

- Public and product liability insurance**
- Hygiene certificates**
- 'PAT' test (electrical safety tests) results**
- Corgi test (gas tests) results**
- Risk assessments**
- Hazard analysis/method statements**
- Food Allergens List and proof of staff training**
- Menu and prices for this event**

Without the above, it will not be possible to consider your application, so please do make sure you have it all in place with the application form. Your application will be rejected automatically if these documents cannot be provided.

GENERAL

Applications by email are preferred. If you would like us to reply to you by post rather than by email, please enclose a stamped addressed envelope with your application.

Please feel to contact us on 01749 671278 or by email: suecartmel@gmail.com

Good luck with your application and we look forward to hearing from you.

Mike and Sue Cartmel

Catering Managers – Priddy Folk Festival