



Priddy Folk Festival

7th - 9th July 2023

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, have a limited number of food pitches available to keep 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 6th March 2023. Please ensure you submit all the supporting documentation detailed below.

We will inform you by **20th March** if you have been successful or not.

ARRIVAL AND SETUP

You may set up from 5.00pm on Thursday 6th July, 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 7th July. 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 aim 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 if possible.

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 and that you will recycle everything that can be. **Our sustainability statement is also attached for more detail.**

N.B. We do not allow the sale of plastic bottles on site. Please also avoid the use of plastic straws.

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 20th

March 2023 and a non-refundable deposit must be then paid by 3rd April; the balance being payable by 8th May 2023

Please pay Priddy Folk Festival by BACS to Sort Code - 60-23-06 Account – 75048434 NatWest (n.b details changed from previous years)

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 catering@priddyfolk.org . We would prefer email contact but if you really have to, you can use my mobile 07815 644690. Please only use if absolutely necessary and do NOT give to anyone else. Thank you!

Discounted festival weekend tickets are available to traders. These will be discounted at half the standard weekend ticket price and are limited to two per trader. Please let me know if you are interested and we can organize for you.

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

Glenda Collier

Food Traders Manager– Priddy Folk Festival