



## Penrith On a Plate – Stallholder Enquiry Form

Saturday 21<sup>st</sup> July 2018, Penrith



Now in its 7<sup>th</sup> year, **Penrith on a Plate** is the headline event of Cumbria's **Eden Food & Farming Festival**, celebrating our delectable Cumbrian food & beverage and our local agricultural industries.

The event is a full day food fair in Penrith town centre, with supporting activities and entertainment.

For those seeking to participate, this **Stallholder Enquiry Form** should be completed and returned to register your interest in taking part.

### **NOTE:**

- **The primary aim of the event is to promote and celebrate local food & farming in Cumbria's Eden District, hence we are delighted to receive applications from those organisations meeting this general objective, however a proportion of the event will also welcome stallholders from further afield offering quality food, beverage, crafts, and other relevant products & services.**
- **Please also note the event Terms & Conditions for Participants (see pages 4 & 5), and our Environmental Guidelines for Penrith Festivals (page 6).**

### **1. About You:**

Organisation Name:
Contact Name:
Contact Address:
Telephone Number:
Mobile Number:
Email Address:
Website:
Description of Your Involvement (e.g. products on sale, community group, activity, entertainment, etc.)

### **2. Media:**

All participants in **Penrith on a Plate** will be requested to help promote the event via their own channels such as websites, social media, business premises, noticeboards, etc. On request we will be able to supply logos, images and posters relevant to your chosen marketing methods.

Participating stallholders may also be approached for comments and feedback to be used in press releases.

### 3. Your Requirements for Participation:

Please let us know what you will be providing yourself, or what you will need from us:

(Please also read the booking **Terms & Conditions** at the end of this form)

3.1 Pitches			
Street Stalls – General Traders	Cost	Stand Details	Please Tick
Pitch only (3 x 3m) – Devonshire Street, Market Square, Great Dockray, Cornmarket*	£50		
Street Stalls – Community Groups & Charities	Cost	Stand Details	Please Tick
Quota of free pitches available to local community groups & charities			
Pitch only (3 x 3m)*	£0		
Street Stalls – Hot Food Concessions	Cost	Stand Details	Please Tick
Pitch only (stall or van, max 6 x 3m)* Event capacity: 6 (max 1 per business)	£100	Stall / van dimensions:	
Street Stalls – Ice Cream	Cost	Details	Please Tick
Pitch only (stall or van, max 5 x 3m)* Event capacity: 2 (max 1 per business)	£70	Stall / van dimensions:	
Local Shop / Business Owners in Penrith (Penrith BID Zone)	Cost	Details of Participation	Please Tick
Pavement stall provided by shop or business, or in-store activity	£0		

\* While as far as possible we will aim to accommodate a request for a preferred location, allocation of pitches is ultimately at organisers' discretion based on a range of planning considerations across the full event.

3.2 Gazebos		
	Cost	Please Tick
Hire of gazebo (approx 2.5 x 2.5m) including 1 trestle table (approx 1.7m)	£55*	
Own gazebo / stand	£0	

\***Please note:** the festival has access to a limited number of hire gazebos, and for which we will need to recharge at our cost; wherever possible and to reduce your costs, we encourage participants to source their own stands.

Charge for use of event gazebos includes labour to set-up and dismantle.

3.3 Connection to Event Generators for Mains Power	
Silent generators will be used to provide mains power at the event, with power connection available for an additional fee of <b>£30</b> . <b>For the comfort and safety of all, individual stallholder generators are not permitted.</b> Please indicate below whether or not you will need a power supply connection as part of your stall:	
Event power required:	
Event power not required:	
If a power connection is required for your stall, in order for us to check and confirm feasibility please provide basic details of your appliances (e.g. size, type, rating, etc.):	
<b>Note: all portable electrical appliances must be PAT tested and safe to use.</b>	

#### 4. Food Hygiene

As a major public event, naturally **Penrith on a Plate** pays great responsibility to ensuring high standards of food hygiene are maintained at all times. For those stalls providing food & beverage, please confirm:

Which local council you are part of for periodic food hygiene inspections:	
Date of last inspection:	
Current hygiene rating (1-5 stars):	

SIGNED: .....

PRINT NAME: .....

DATE: .....

#### 5. Returning the Stallholder Enquiry Form:

Please return this form in one of the following ways:

- Complete and e-mail to: [info@edenfoodfestival.org](mailto:info@edenfoodfestival.org) (preferred method)

- Post to:

Penrith Chamber of Trade & Commerce  
c/o Eden Lighthouse  
Pleasant View Farm  
Blencarn  
Penrith  
Cumbria  
CA10 1TX

Telephone enquiries: (01768) 88266

**Please first return the completed form (by email if possible) to request participation, we will then respond advising whether we are able to offer you a place.**

#### 6. Booking Payment:

**Once you receive a response to your enquiry confirming you have been allocated a pitch, please make payment in full to confirm your participation.**

METHOD	DETAILS	AMOUNT
Internet Transfer	Send to Penrith Chamber of Trade & Commerce (Barclays) Account No: 33081168 Sort Code: 20 66 97 Reference: FF	£
Cheque (to be sent to postal address above)	Made payable to 'Penrith Chamber of Trade & Commerce' Cheque no:	£

#### 7. Documentation:

**For those stalls taking part, in addition to full payment we will then also need the following documentation to confirm your pitch:**

- ✓ Risk assessment covering your stand, either your own if you have one or you can sign off our standard format (available on request), noting any additional risks specific to your stand
- ✓ Evidence of suitable valid public liability / employer's insurance
- ✓ Most recent food hygiene inspection certificate (food & beverage stalls only)

Note: Electronic copies of documents are accepted and preferred.

## Penrith on a Plate – Saturday 21<sup>st</sup> July

### Terms & Conditions for Participants

The following Terms & Conditions for Penrith on a Plate ('the event') are intended to ensure a safe and successful experience that can be fully enjoyed by all. By completing this Stallholder Enquiry Form you have understood and agreed to these Terms & Conditions:

#### 1. Observance of event Terms & Conditions

All stallholders, their contractors, employees and volunteers are required to comply with these Terms & Conditions while participating in the event. Non-compliance with any of these terms may result in participation being cancelled and/or subsequent refusal of applications for future events.

#### 2. Application for exhibitor space

All applications to participate are to be submitted using the **Stallholder Enquiry Form**. Forms may be submitted either online or by post (contact details above). The organisers will then respond promptly to confirm whether you have been allocated a pitch.

Once a pitch is allocated, participation can only be confirmed on receipt of full payment (see 3) and documentation (see 4 & 5).

#### 3. Payment

Once accepted to the event, participation can only be confirmed on receipt of full payment (see 3), completed risk assessment (see 4), insurance details (see 5), and a food hygiene certificate where applicable. The full balance must also be paid promptly, or the allocated pitch may be cancelled and space offered to another applicant.

#### 4. Risk Assessments / Health & Safety / Food Hygiene / Licensing

Those participating at the event are required to submit an up-to-date **Risk Assessment** to confirm their booking. This can either be a signed copy of the generic form available from the organisers, with any additions if required, or the participant's own risk assessment form including risks specific to their activities.

**NOTE: Participation can only be confirmed on receipt of a completed Risk Assessment form.**

Participants are reminded to ensure that they are fully aware of and comply with all current Health & Safety regulations, particularly related to use of equipment and public safety.

Stallholders supplying or handling food will also need to provide evidence of a current Food Hygiene / Safety certificate to confirm their booking. Food & beverage traders are also required to comply with Eden District Council's **Requirements for Caterers at Outdoor Events**:

<https://www.eden.gov.uk/business-and-trade/food-hygiene-and-health/food-hygiene-and-safety/food-hygiene-and-safety-guidance/requirements-for-caterers-at-outdoor-events/>

Any stallholder intending selling or providing intoxicating liquor at the event will need to apply in advance to Eden District Council for a Temporary Event Notice (TEN).

#### 5. Insurance

The event organisers do not provide insurance cover for individual stallholders. Therefore stallholders are responsible for their own **Public and Employers Liability Insurance**, evidence of which must be provided to the organisers as part of confirming the booking. Where insurance may need renewal between the booking and the event, it is the stallholder's responsibility to renew the insurance. Stallholders are also requested to have a copy of current insurance on their stand for inspection if necessary.

#### 6. Allocation of pitch space

Each stallholder will be allocated a stall position by the organisers. A site plan will be provided to stallholders ahead of the event.

There are various factors that will affect decisions on location of stalls at the event. Therefore the ultimate allocation of stall space is entirely at the discretion of the event organisers, and it will be a condition of the booking that stallholders will accept the site allocated. The organisers will aim to layout the event and allocate spaces fairly to give good trading potential for all.

Boundaries of stalls will be formed by gazebos and/or demarked, and in no circumstances will stallholders be allowed to occupy a larger space than that allocated to them. All activity should be contained within the limits of the stand, and should not block walkways or pavements.

#### 7. Withdrawal or cancellation of space

If an stallholder cancels their space before Friday 1<sup>st</sup> June, a refund will be made of any monies paid less a £10 non-refundable administration fee. Any cancellation after this date will result in forfeit of all fees paid, and the event organisers reserve the right to re-let the pitch.

**NOTE: Any stallholder failing to attend without informing the organisers in advance may not be allocated event space in future years.**

## **8. Set up & removal**

Event timings are from 10am to 5pm. Exhibitors must have their stands ready for the start of the event at 10am, and may not dismantle stands until after 5pm.

Stallholders are responsible for providing a well-presented stand such as to enhance the overall event.

All stallholders are responsible for making good their pitch after the event, including removing all rubbish.

## **9. Vehicles**

With the exception of hot food stands, it is not expected that stalls will include a vehicle on site. Any such requirement must be agreed with the organisers at the time of booking.

Stallholders will be able to access their stall by vehicle from 8am until 9:30am for set-up, and after 5pm for removal. **When driving on site extreme care should be exercised at all times, taking into account pedestrians, stalls, obstructions, etc.**

Between the above times vehicles must be parked away from the event site, to adhere to road closure requirements and to prevent obstructions. Further details of town centre parking options will be provided as part of the joining instructions prior to the event, which will likely include a limited number of free parking permits.

## **10. Loss or damage**

The event is staged in a public location, therefore please note that the organisers cannot accept any responsibility for lost, damaged or stolen goods or equipment while at the event.

## **11. Water supplies**

Those stallholders requiring water on their stand (e.g. for food or drink preparation) will need to make their own provisions to bring adequate clean water supplies, or if necessary discuss their requirements with the organisers in advance.

## **12. Electricity**

Electricity hook-up is only available to those participants who request this at the time of booking, and who pay the relevant surcharge as a contribution towards hire costs for silent generators.

All portable appliances must be safe, legal and appropriately PAT tested.

For reasons of safety in order to maintain a pleasant atmosphere at the event, stallholders using electrical appliances are not permitted to bring their own generators.

## **13. Noise**

Stallholders must not use any loudspeaker apparatus, noisy engines or other offensive practices to cause annoyance to adjoining exhibitors. Any stallholder proposing to use increased sound of any sort as part of their stall must seek prior permission from the organisers at the time of booking.

## **14. Fire protection**

It is stallholders' responsibility to ensure that adequate fire precautions are provided, especially in the case where any form of cooking, heating or similar appliance is used.

Any stallholder using LPG must comply with all relevant Health & Safety guidelines.

## **15. Behaviour**

At all times the behaviour of all stallholders must be exemplary and appropriate for a daytime family event. All stallholders, their contractors, employees and volunteers are expected to comply immediately with instructions from event organisers, in order to ensure a safe and enjoyable experience for all.

## **17. Cancellation or abandonment of the event**

The event organisers reserve the right to cancel the event for any reason. As much advance notice as possible will be given, although in extreme cases the organisers reserve the right to abandon the event even after it has commenced, for example in extreme weather or if there is deemed to be a danger to life.

In the case of any cancellation or abandonment, the event organisers will provide stallholders with a refund of any booking payments made, less a small administration fee. The event organisers will not be held responsible for any other financial, trading or other loss that may be incurred by stallholders.

## **18. Right of refusal**

The decision of the organisers to accept or refuse participation by any stallholder is final.

The organisers have the right at any time to cancel the permission for any stallholder deemed inappropriate for the event. In such cases there shall be no obligation for the organisers to make or offer any explanation or reason for any such action, and the organisers shall not incur any liability or responsibility in this matter.

**Detailed Joining Instructions and Site Plan will also be provided to participants ahead of the event.**

## Environmental Guidelines for Penrith Festivals - Single Use Plastic

Over recent months it has been very encouraging to see the rapid change in national mood on single use plastic packaging, particularly after the BBC's Blue Planet 2 series in the autumn highlighted the very real damage that plastic waste is doing to our oceans.

Penrith is very keen to join the many other initiatives now going on around the UK to reduce dependence on single use plastic, and to demonstrate a real environmental commitment across our town.

We are committed to introducing higher standards on packaging, waste and recycling for all those taking part in our annual festivals such as **Penrith Goes Orange** and **Penrith on a Plate**.

As part of helping to dramatically reduce the waste generated at the events, we encourage all participants to adopt the following approach:

- ✓ Avoid single sachet sauces, salt packets, milk, etc. - bulk dispensers only.
- ✓ To promote the use of reusable cups, all traders serving hot drinks are encouraged to give a discount or other incentive to customers who bring their own cup.
- ✓ All serve-ware waste should preferably be made from compostable, reusable or recyclable materials, as alternatives to single use plastics or polystyrene containers.
- ✓ Avoid plastic drinking straws and cutlery.
- ✓ Avoid sale of single use bottled water, e.g. mineral water, particularly as there is now a 'Refill' scheme in central Penrith with many shops and businesses offering free mains tap water refills to the public with reusable bottles.
- ✓ Avoid plastic bags for any goods – please either use paper bags or ask the customer if they have a bag already.

For future festivals we may also prioritise and incentivise bookings from those stalls able to demonstrate good environmental practices.

We are also working closely with Eden Arts (Winter Droving) and Penrith Lions (May Day) who are similarly keen to tackle this issue, and be part of a common approach setting high environmental standards across all of Penrith's major annual events.

Meanwhile as organisers we will also be doing everything possible to reduce waste as part of running the event, including looking at alternative materials for event signage and publicity, and aiming to offer improved recycling facilities.

There are also various community-led initiatives already happening in Penrith to tackle the issue of single use plastic, including the 'Refill' scheme mentioned, and a new 'Keep Penrith Tidy' campaign.

We very much hope you will respond positively to these changes, and will join us in helping set a high environmental standard for future Penrith events.

Naturally as organisers we will welcome any suggestions you may have on further improvements that can be made.