

## Ellesmere Food & Drink Festival – Exhibitor’s Pack



**A festival of fantastic food, drink and fun for all!**

**Firstly let us welcome to the Ellesmere Food & Drink Festival!**

We are absolutely delighted that you wish to be a part of this Food & Drink Festival. The festival is aimed to celebrate the diversity and variety of Local and Speciality Food and Drink Producers who will exhibit at the festival. This includes all exhibitors, stallholders, retailers, bars, restaurants etc.

We would like to provide you with the opportunity to have two days of exhibiting, possible cookery demonstrations, food lectures, wine tasting and more importantly to spread the word about your business, not only with the local people but with the festival visitors alike.

A huge amount of media will be generated around the event and its exhibitors during the course the course of the two days. The Ellesmere Food and Drink Festival will held in the Market hall, with further entertainment in local establishments, families are very welcome.

Please find below brief information listed regarding the exhibition:

- ❶ *This festival will be held on Saturday 15<sup>th</sup> and Sunday 16<sup>th</sup> June 2019 at the Market Hall in Ellesmere.*
- ❷ *The Festival will be open from 10.00am - 4.00pm on Saturday and Sunday, and companies are required to be present for both days during these hours.*
- ❸ *A charge of £100 for two days will apply to each exhibition space (8ft space) for the 2 days and an **additional charge of £25 if you require electricity.***
- ❹ ***Tables provided will be approx. 8ft x 2ft or 6ft x 2ft depending on demand***
- ❺ ***Exhibitors will have access to the Hall from 7am on Saturday 15<sup>th</sup> of June and from 8am on Sunday 16<sup>th</sup> of June 2019***
- ❻ *ALL companies must provide a copy of their Public Liability Insurance document (dated during the festival) up to a minimum of £2 million and complete a risk assessment form.*
- ❼ *Please note that spaces are limited.*
- ❽ *Exhibitors will be responsible for hiring their own chilled cabinets, freezers, hobs or other equipment and supplying their own extension cables.*

If you would like to book a space at the Ellesmere Food and Drink Festival please return the enclosed booking form with full payment, a copy of your Public Liability Insurance and a completed risk assessment form. Your application will then be processed. If you require a receipt of invoice for the full amount paid please remember to tick the relevant box.

If you require any further information regarding any of the above, please contact Lincoln Mc Mullan on 01691 622990 or 07967 370046

Yours sincerely,

Lincoln McMullan

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## EXHIBITOR INFORMATION PACK

This Exhibitors pack contains:

1. Information you need for the festival
2. Application Form
3. Risk Assessment Form (if required).
4. Outlines the Food & Drink Festival’s Responsibilities and those of the exhibitors.

<b>Festival Dates and Times:</b>	<i>Saturday 15<sup>th</sup> and Sunday 16th June 2019, Festival opens for public: 10:00am – 4:00pm</i>
<b>Festival Venue:</b>	<i>Market Hall inside and outside,</i>
<b>Prices:</b>	<i>£100 for two days for 8ft space</i>
<b>Electricity:</b>	<i>£25 for the two days</i>

1. **Marketing-Advertising & PR** - Inclusive of the price of the space, you will also receive the following business opportunities:
  - Link from the Food Festival Website to your website
  - Listed in the festivals guide
  - Excellent PR in Radio, Media etc – The Ellesmere food & drink festival, exhibitors and participants will have as much local, regional and national media coverage as possible.
  - The 2018 Festival press coverage, photo-gallery and exhibitor list will remain on the site throughout the year.
  - Don’t forget that word-of-mouth is the most effective marketing!
2. **Spaces** - The festival event is indoors. Spaces available are 8ft wide. The space is what you are paying for (see application form). Exhibitors can bring their own stalls, stands, tables or use the trestle tables offered by the festival. No chairs are provided. \*Exhibitors who wish to use their own table etc need to ensure that they can fit into the allocated spaces.
3. **Exhibitors of Alcohol** – We have the premises license. In order to comply with statutory and local government requirements, you will NOT need a Temporary Event Notice specifying the sale of alcohol off the premises as we have one in place already.
4. **Electricity** - Exhibitors are welcome to bring their own generators or if they do need electricity, can use the festival electricity for the fee listed in the Application Form.
5. **Alternative Power** - Exhibitors using gas or other fuel must disclose this on the application form
6. **Setting up & dismantling** -The festival will open for the general public at 10.00am and will close 4.00pm on both days. **Setting up time will start at 7.00am on the Saturday 15th June. Dismantling is to be finished by 5.30pm on Sunday 16th.**
7. **Parking** – You can park outside the Hall for unloading but please do not leave your car there. There is a designated car park for exhibitors on the day.

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8. **Services provided** - Exhibitors are responsible for the security/safe storage of their own equipment and products. The Food Festival will ensure general rubbish removal. We ask that you take responsibility for the safe disposal of your rubbish. **Exhibitors have the responsibility of taking away with them any larger items that are not general rubbish, e.g. boxes, crates, packaging etc.**
9. **Emergency Services** - Each exhibitor will be provided with information about first aid points, stewards and routes and procedures agreed with the emergency services.
10. **Vehicle access and parking** - There are large car parks near the festival site.
11. **Risk Assessment/Safety** - Exhibitors are required to send in a Risk Assessment Form: either one they use for other festivals/exhibitions or by completing the Form attached to the application. All exhibitors must be conversant with and comply with the Food Safety (General Food Hygiene) Regulations 1995, the Food Safety (Temperature Control) Regulations 1995. The Food Festival has Public Liability Insurance in place.

***Please Note: The Food Festival does not accept responsibility for any loss or damage to exhibitor’s goods - exhibitors are responsible for their own goods. For any of the event that is held outdoors, the Food and Drink Festival does not accept responsibility for financial loss to any exhibitor as a result of Weather, events outside of the Food Festival’s control or cancellation of the food festival for reasons outside the Food and Drink Festival’s control.***

## Ellesmere Food & Drink Festival – Exhibitor’s Pack

<b><u>FOR OFFICE USE ONLY</u></b>	
PAID:	DATE:
<b>Ellesmere Food &amp; Drink Festival</b> <b>Saturday 15th and Sunday 16th, June 2019</b>	
<i>PLEASE COMPLETE IN BLOCK CAPITALS</i>	
<i>Name of Company:</i>	
<i>Contact Name:</i>	
<i>Address:</i>	
<i>Post Code:</i>	
<i>Tel:</i>	<i>Mobile:</i>
<i>E-mail:</i>	
<i>Website:</i>	
<i>Brief description of the company, produce to appear on the website.</i>	
<i>Product Information:</i>  <i>Brief description of the produce you will sell. Please try to include anything which might affect table plans, we don't want to place you near to someone selling the same thing.</i> ..... ..... ..... .....  <i>Where do you source your ingredients?</i> ..... ..... ..... .....	

<b>OFFICE USE ONLY</b> SPACES..... ELECTRIC..... TABLE: YES -NO
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### **Electricity:**

Do you want electricity?                      Yes                      No  
(Please note you will need to pay for electricity)

Number of electricity points required (charge of £25 each): .....  
Please bring your own extension cables.

For what use and how much electricity do you require?

Other please specify ..... Kilowatt .....

**Trestle Table Required:**                      Yes                      No

### **Exhibition Space 8ft**

Exhibitors can bring their own stalls, stands, tables or use the trestle tables offered by the festival. No chairs are provided. \*Exhibitors who wish to use their own table, pop-up etc. need to ensure that they can fit into the allocated 8ft space, or pay for 2 spaces. If you have something which is an unusual size please call us to arrange alternatives. Please circle what you require:

*I require an 8ft space £100*

*I require a 16ft space £200*

*I require.....electricity points @ £25 each*

Total Cost £ \_\_\_\_\_

*I enclose:*

- Cheque to the value of £ \_\_\_\_\_ forms without payment cannot be processed*
- Copy of Public Liability Insurance (dated during the food festival)*
- Completed Risk Assessment Form*

*\*Please note:*

- Cheques are to be made payable to: **Ellesmere Food and Drink Festival***
- We will not accept exhibitors who do not send us their Public Liability details or a completed Risk Assessment Form.*

*Cancellation by Exhibitors - If you cancel the space you have paid for, the Ellesmere Food and Drink Festival will refund the fees, less 60% to cover costs, provided that notice of cancellation is provided no later than 1st May 2019 AND that the space has been re-let.*

**Signed** ..... **Date** .....

*Please return your form no later than 1<sup>st</sup> May to:*

*Lincoln Mc Mullan  
Ellesmere food & drink festival  
C/o 20 Scotland Street  
Ellesmere  
Shropshire  
SY12 0EG*

## Ellesmere Food & Drink Festival – Exhibitor’s Pack

<b>EXHIBITOR RISK ASSESSMENT FORM</b>	
<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Signature:</b>	<b>Date:</b>
<p>You need to consider what risks there might be to festival organisers, participants and the public during the festival. For instance:</p> <ul style="list-style-type: none"> <li>● What type of hazard could you reasonably expect to result from your action that could result in significant harm: Examples to consider are: Tripping/slipping hazards, chemicals/fuels (I.e.) gas cylinders), vehicle risks - reversing, unloading, cooked/uncooked foods</li> <li>● Who might it harm? In general terms - your own staff, other exhibitors, visitors to the festival etc.</li> <li>● What do you need to do in terms of precautions to meet any legal requirements or standards and to reduce the foreseeable risk as far as reasonably practicable?</li> </ul> <p>Once you have identified the potential hazards, who they might affect and what you would do in terms of risk management, fill out the table below.</p>	
<b>Hazard - Whom it might put at risk?</b>	
<b>Is this a:      High      Medium      or Low Risk?</b>	
<b>What action plan or Risk measures do you have:</b> If you are bringing flammables, such as gas cylinders please complete the following:- <b>Flammable:</b>	
<b>Size of cylinder:</b>	
<b>Is this a:      High      Medium      or Low Risk?</b>	
<b>Risk management - Strategy/accident action</b>	