

Taste Cumbria Village at Lowther Show

13th / 14th August 2016

2016 Trader Application Form (page 1)



In association with

tastecumbria

Business name: _____

Contact name: _____

Telephone No: _____ **Mobile No:** _____

Email address: _____

Postal address: _____

_____ **Postcode:** _____

Website / Facebook / Twitter Name: _____

Type of product you sell: _____

Which Local Authority are you registered with? _____

Description:	Price	+VAT	Cost inc VAT	Number Required	Total Cost inc VAT
10ft frontage stand produce for retail	£175	£35	£210		
10ft secondary food stall	£225	£45	£270		
10ft frontage stand produce for food to eat now	£550	£110	£660		
Power up to 4kva	£70	£14	£84		
Power up to 10kva	£100	£20	£120		
If you require 16 or 32 amp connection or are unsure of your power requirements please contact the office. Power is being provided by Countryman Fairs so additional power (not booked) will not be available on the day. If you need extra power for a Caravan or trailers please let us know.					
6ft Trestle Table	£15 (each)	£3	£18		
Total:					

Closing date for applications will be 1st July 2016

Once we reach the closing date for applications we will confirm whether or not your booking has been accepted and an invoice will be sent out accordingly, full payment is required before the event.

Note:

Cheques should be made payable to CN GROUP LTD for BACS payments please use A/C name Cumbrian Newspapers Ltd,

HSBC Bank, Sort Code: MIDLGB22 A/C: 51379046 IBAN code: GB19MIDL40162251379046

Please note your company name on all BACS payments.

Health and Safety declaration

Insurance / Health and Safety Policy

I confirm that the following insurance / policies are current and valid (TICK accordingly if YES)

Public Liability Insurance **Employee Liability Insurance** **Health and Safety Policy**
 Risk Assessment **Fire Risk Assessment**

Health and Safety at work act 1974

It is a condition of CN Events that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health and Safety Act 1974, regulatory reform (Fire Safety Order 2005), and all other legislation, rules and regulations associated with this event. The Trader accepts that it is their legal and moral duty to ensure that their own and others Health and Safety is not endangered by their actions or inaction throughout the build up, event days and breakdown periods. Your point of contact Safety Representative for all matters will be:

Name: _____ Position: _____ Mobile No: _____

Fire protection Measures

Please list the fire fighting equipment you will have on your stand here:

We agree to liaise with the Event Management / Health and Safety department on all matters regarding Health and Safety prior to and during tenancy where necessary to ensure the Health and Safety of all parties who may be affected by our action / inaction. We recognise that CN Events reserve the right to issue a suspended action notice for contravention of the Health and Safety rules of the Organization and for relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where CN Events consider that the Health and Safety or welfare of personnel is at risk.

Promotional Toolkit

Would you be able to advertise our event on your website? **Yes:** **No:**

Leaflet Distribution

Would you be able to insert leaflets into Mail Order, Online Sales and displays at other events? **Quantity:**

Would you be willing to use a Facebook / Social media to advertise the event? **Yes:** **No:**

Trader Terms and Conditions

1. CN Events will not accept liability for any theft, loss or damage to persons or equipment. All stalls, equipment and vehicles are brought onto site at your own risk.
2. All mobile caterers must comply with the requirements of the Food Safety (General Food Hygiene) regulations 1995, Food Safety (Temperature Control) regulations 1995, The Food Safety act 1990 and the Health and Safety at work etc. act 1974 as applicable. All caterers are responsible for carrying out their own food risk assessment.
3. All caterers provide an appropriate fire extinguisher and a light duty fire blanket. Each stall must have a basic first aid kit and at least one member of staff trained to use these items.
4. There is to be no amplified noise as part of your stall.
5. Pitches will be predetermined and marked out upon entry to the festival. Trade stalls are not negotiable and under no circumstances should your pitch be moved unless requested by the management team. Traders must keep within the confines of their pitch. A pitch will be allocated by the management team and stalls must only be set up in the pitch number provided.
6. Water points and IBCs for waste water may not be supplied depending on the event. This information will be sent out with your trader information pack prior to the event.
7. Under no circumstances should traders use their own generators. Anyone found to be using a generator that isn't approved by the management team will have their generator turned off immediately.
8. There will be no vehicle movement allowed on site in public areas during the opening hours of the festival.
9. You may not sell goods from any area other than your designated pitch, sell goods other than those indicated on your application or trade outside of the designated trading hours. This will constitute illegal trading and you will be closed down.
10. Each stall is responsible for the cleanliness of their pitch both back and front including the public area immediately in front of your stall. Litter inspections will be carried out randomly over the duration of the event. All litter must be picked up before leaving site. Untidy pitches and excess litter such as gas bottles, furniture, fridges and damaged structures will result in cleaning charges.
11. Any traders who fail to provide the correct documentation and / or their deposit before the deadline may be refused entry to the festival site.
12. LPG on the site is limited to one canister in use per appliance and one spare. No excess LPG containers are allowed on site. Any collection of additional LPG must take place off site and be pre arranged with festival management. Any trader using LPG must provide a valid gas test certificate prior to the event. Any equipment without a valid certificate will **not** be allowed to trade.
13. Smoking is not permitted in any structures / marquee. CN Events expect traders to be vigilant with persons failing to comply.
14. A sterile emergency access route must be maintained at all times. Obstruction with vehicles, litter or other items from trade stalls will not be accepted.
15. All traders must accept that they are subject to inspection from the Council at any time. This includes environmental health, fire service, health and safety and police will adhere to any recommendations made by the above or members of the management team
16. All traders must sign and comply with CN Events Trader Health and Safety agreement.
17. Cancellation of a pitch more than two weeks before the event will result in a charge of 50% of the pitch fee. Less than two weeks prior to the event will incur a charge of 100% of the pitch fee.
18. All food traders must also comply with the Food Information for Consumers Regulation (EU FIC) 2014 and those rules relating to allergen listing on all products.

Contractor Control

All traders must ensure that any contractors or sub contractors brought on to site provide you with risk assessments, copies of their public liability insurance certificate, method statements, sign off certificates where appropriate or any other relevant health and Safety documentation.

We are satisfied that our staff and contractors / sub contractors have been given sufficient information and training to carry out their tasks in a competent and safe manner.

All staff and contractors / sub contractors have been informed of any potential risks on site or within the trade stand.

Any traders selling alcohol must apply for a TEN (Temporary Event Notice), please contact the local licensing authority or CN Events for further information.

Terms and Conditions:

By signing this booking form you are agreeing to attend the event named, and an invoice will be raised for the amount above. Cancellation will incur a 50% charge which will increase to 100% two weeks prior to the event.

In addition, we apply strict Health and Safety rules on all our sites, which we expect you to adhere to, in line with the Health and Safety At Work Act 1974. You will be expected to have health and safety of all staff, customers and contractors at the forefront of your planning and management, and carry out risk assessments in line with the nature of your business. If you are a food business, you must be registered and approved by your local authority for food and hygiene otherwise you will not be allowed to trade. Our team will perform on-site checks on electrical equipment so please ensure it is tested as appropriate.

You must provide a copy of your PUBLIC LIABILITY INSURANCE when returning this form. On receipt, a copy of our contractor and exhibitor terms and conditions, a health and safety agreement and an invoice will be issued. The health and safety agreement must be signed and the invoice must be paid by the date stated at the top of this form.

Please sign below to confirm that all the information that you have provided is correct. By signing you agree that you will abide by the stated terms and conditions above.

Signed: _____ Date: _____

Please return this form to either: carrie.buchanan@cnmedia.co.uk or to Taste Cumbria Ulverston, FAO Carrie Buchanan, CN Events, Newspaper House, Dalston Road, Carlisle, Cumbria CA2 5UA
CN Events will send you a confirmation email acknowledging receipt of your application pack and will advise of further details

Checklist:

Booking Form:

Public Liability Insurance:

Gas certificate (if required):

TEN Licence (Temporary Notice) (if required):

Scores on the doors / food hygiene rating:

If you have any questions regarding your booking please contact Carrie Buchanan on 01228 612740 or email carrie.buchanan@cnmedia.co.uk