

Exhibitor & Performer Application Form

Appendix 1 - Terms and Conditions

COVID Notice: Newtown and Llanllwchaiarn Town Council and Newtown Food Festival CIC reserve the right to cancel or amend any part or all parts of the event in line with Welsh Government Covid-19 guidelines.

Please note: All Exhibitors must read and adhere to the T&Cs

This is a 'Zero Waste' festival. All packaging used by exhibitors should be reusable and/or recyclable.

1. Croeso / Welcome to the Newtown Food Festival

We are working hard to make sure that Newtown Food Festival is pleasurable for everyone and profitable for traders. We aim to be as supportive and as flexible as possible in accommodating specific requests.

If you have any queries, please email bookings@newtownfoodfestival.org.uk

For urgent information, please contact **Mary Tudor** on **07765 683386**

2. Canslo / Cancellations

If you cancel your pitch before **1st August 2023**, if we are able to re-let your space, we will refund your fees less £50 to cover administration costs. **No fees will be refunded for cancellations after 1st August 2023.** Cancellations may be advised by phone but must be confirmed in writing. If you do not receive an acknowledgement of your cancellation in writing from us you should telephone us to check we have received your written cancellation.

3. Diogelwch / Security

Overnight security will be on site from Thursday 31st August 2023 until the morning of Monday 4th September 2023. Marquees will be closed at 5:30pm on Saturday and security patrols will be in place.

4. Oriau masnachu / Trading hours

- All pitches must be set up at least 1 hour before Newtown Food Festival opens to the public at 10am.
- Pitches must be hired and manned for the full two days with trading until 5pm on both days.
- **Exhibitors must not pack away before the end of the Festival**, as all visitors should enjoy the same great experience. Early packing away may pose a risk to the public or other stall holders.
- Trading in the marquees will cease at 5pm on Saturday as the marquees will be closed and subject to security protocols.
- "Food to Go" Traders located on the Music Lawn **must** trade after 5:00pm during the evening entertainment hours when there is live music on the stage.

5. Prisio / Pricing

Exhibitors must display prices for all products in a clear and legible format.

6. Ymddygiad / Behaviour

Exhibitors must conduct their business in a way that does not interfere with the interests of other exhibitors and must not canvas for customers. Polite, respectful behaviour is expected at all times. Any discriminatory behaviour will result in exhibitors being asked to leave and no refund will be given.

7. Mynediadi'rSafle / Access to the site

- There will be access to the site for exhibitors from 2pm on Friday 1st September 2023.
- Please keep vehicles to a minimum and do not block roadways and entrances whilst unloading.
- Limited access will be allowed on the Saturday morning but vehicles must leave by 9am. After 9am, **it will not be possible to move vehicles on or off site** until close down on Sunday night.
- There will be limited access on site for restocking on Sunday morning but vehicles must leave by 9am
- There is no room for vehicles to be parked on site for the whole of the weekend. The only exception is for Food to Go Vehicles, which **must be included in the pitch Width & Depth dimensions.**

8. Trydan / Electricity

- All electrical items you wish to use **MUST** be listed on your booking and be PAT tested
- The Festival will make electricity available in 3 different types for exhibitors.
 - Maximum of 2000 watts/13 amps – for light use e.g. fairy lights/tills/fridges/food mixers
 - Maximum of 4000 watts/16 amps – for heavier use e.g. a single kettle or burco **plus** say a fridge/till or several lighter load items
- Maximum of 8000 watts/32 amps – for larger stalls/exhibitors. Please check your maximum requirements carefully with our technical team.
- Power used must not exceed what has been booked.
- Should you have a larger/different requirement, please feel free to contact us in advance and we will help you out and advise the costs for your requirement.
- Do not exceed your allocated electricity allowance, as this can cause issues for other stall holders and you may be required to remove/disconnect any items exceeding your allocation.
- Please advise if you require overnight power - this will only be available if requested in advance.
- The technical team reserve the right to disconnect any unsafe/dangerous equipment and/or remove the electricity supply.
- Our technical team will be available throughout the weekend to assist and to check that the above requirements are met.
- Traders and Exhibitors are not permitted to bring their own generators on site, unless specific permission is sought from the organisers and is given prior to the event.

9. Yswiriant / Insurance

- Newtown & Llanllwchaiarn Town Council insure the Festival event overall with £5 million of Public Liability Insurance.
- **Exhibitors must have their own Public Liability & Employers Insurance** and are responsible for accidents and/or injuries to the public and/or their volunteers/staff, from products or their pitches or staff and any related claims.
- **Exhibitors must have Product Liability Insurance for their goods as no liability whatsoever is assumed by the organisers for loss or damage however caused.**
- **Exhibitors must ensure their insurance** includes cancellation of the Newtown Food Festival for any reason.

10. Nwy ac Unrhyw Danwydd Arall / Gas and any other Fuels

- You **must** disclose on your application if you are using bottled gas or any other fuel.
- Bottled Gas and any other Fuels are not permitted in marquees.
- If using other fuels, you **must** ensure that no member of the public has access to the equipment and that such equipment is securely cordoned off, away from electrical connections.

11. Arwynebau poeth / Hot surfaces

If you are cooking from your pitch and there are hot surfaces, you **must** ensure that the public cannot reach or touch such surfaces. Keep such areas well within your allotted area and ensure that there is a physical barrier between such surfaces and the public.

12. Cyflenwad dŵr / Water supply

Cold fresh water will be made available through a pitch pipe located by the main car park. Please bring your own water containers.

13. Gwaredu gwastraff / Waste disposal

Please note that this is a **'Zero Waste'** festival. All packaging used by exhibitors should be reusable and/or recyclable. This includes disposable packaging for takeaway food and drink.

- A specific trade waste area will be allocated, but **you are responsible for moving your waste to the collection area**. Waste recycling information and facility details are available on request.

- If you have hot oils or fat to dispose of, you must make your own arrangements to store and remove it in accordance with statutory regulations. On no account, should such waste be put into any drainage system.
- Exhibitors must not allow waste to pile up around their stall. It must be taken to the trade waste area.
- Exhibitors leaving waste on site at the end of the Festival, abusing the trade waste system or disposing of liquids inappropriately will not be allowed to attend in future years.

14. Cymorth Cyntaf / First Aid

Authorised personnel from St. John's Ambulance are in attendance for the whole weekend.

15. Y Safle / The Venue

The Food Festival is set up on the Town Hall Grounds, a couple of minutes' walk from Newtown town centre and is located next to the Back Lane Car Park.

16. Parcio / Parking

Free exhibitor parking has been negotiated a short distance away with the kind permission of Powys County Council. Exhibitors may use this facility on both days. If the exhibitor parking is full or if due to unforeseen circumstances is unavailable, the Back Lane Car Park is next to the Festival site and offers paid parking all day and overnight. **There is no exhibitor parking on site.**

17. Noddwyr / Sponsorship

If you wish to sponsor all or part of the Newtown Food Festival, there are plenty of opportunities to get your company name known. Contact **Mary Tudor** on **07765 683386** for more information.

18. Ysmygu / Smoking

Smoking is not allowed in any enclosed undercover area and not near any combustible materials/containers anywhere on the site e.g. not in marquees, near gas bottles, diesel generators.

19. Sylwyn y Wasg / Media Coverage

- We publicise Newtown Food Festival and its exhibitors through traditional and online media. The Festival receives consistent coverage both in Welsh and English in the local newspapers. Press releases are sent out regularly and for specific news items. We aim to feature our exhibitors in such stories, so if you have a news story related to your business, let us know.
- Our website is www.newtownfoodfestival.org.uk
- Please engage with the festival through your social media channels
www.facebook.com/NewtownFoodFest
www.twitter.co.uk/newtownfoodfest
Instagram [@newtownfoodfest](https://www.instagram.com/newtownfoodfest)
- Posters are distributed throughout the area to schools, leisure centres, libraries, supermarkets and independent shops.
- The Festival Digital Programme contains details of Activities, Exhibitor Listings, Sponsors and Advertisements

20. Y Trefnwyr / The Organisers

Newtown Food Festival is organised by Newtown Food Festival Community Interest Company and Newtown & Llanllwchaearn Town Council.

Newtown Food Festival CIC is registered in England and Wales:

Company Number 11787077

Correspondence and Registered Address:

No.16, Severn Street, Newtown, Powys, SY16 2AQ.

Appendix 2 - Powys County Council Environmental Health Information

Food Safety and Health and Safety Requirements for Mobile Food Premises / Temporary Stalls Catering for Events in Powys.

Environmental Health Officers from Powys County Council may be attending the event you are catering for, and will wish to see the following documentation:-

- Copies of food hygiene training certificates for persons handling high risk foods
- Your Food Safety Management system or HACCP/Safer Food Better Business documentation
- An up-to-date gas safety certificate (if you are using gas-fired appliances)

The following items of equipment will be required if high risk foods are on sale or are offered for tasters/samples:

- A method of holding high risk chilled foods below 8°C (For example a suitable refrigerator, ice blocks and an insulated container)
- A method of holding high risk frozen foods below –18 c (For example a suitable freezer)
- A thermometer for checking the temperature of chilled and frozen high risk foods
- A thermometer for checking the core temperatures of any high risk foods cooked on site (For example a probe thermometer)
- Food grade antibacterial probe wipes or their equivalent to sanitise any probe thermometers used on high risk foods
- Each premises shall have appropriate facilities for hand washing. **At the very least**, flasks of hot water, a bowl, antibacterial soap and hygienic drying facilities, for example paper towels.
- Antibacterial surface cleaner / Sanitiser to clean and disinfect work surfaces. Antibacterial cleaners/sanitiser must be compliant with British Standards (BS EN 1276:1997 [updated by BS EN 1276:2009] or BS EN 13697:2001. Food handlers must also be aware of the chemicals 'contact time'. To find out whether your chemicals are British Standard compliant, please check www.disinfectant-info.co.uk
- A means of properly cleaning any utensils and equipment, for example knives, cutting boards. These facilities must be separate to those provided for hand washing and should include, as a minimum, flasks of hot water, a bowl, detergent and hygienic means of drying the utensils and equipment
- **Hygienic means of allowing tasters**, if you intend to offer them, for example single use containers and cutlery. This is especially important in light of Covid, and precautions will be needed to ensure that any samples are protected from contamination e.g. they should be kept under a cover rather than on open display.
- Suitable protective over-clothing and hair coverings where necessary.

If you handle both raw meats and ready-to-eat foods, you must ensure that suitable measures are in place to control cross contamination. This will include adequate separate facilities for storing raw meat and separate areas/surfaces for the preparation of raw meat. Further information on the control of cross contamination is available in the attached leaflet.

If these facilities are not available for inspection on the day, you may be requested to provide them before you can continue trading.

Gas Safety

Gas Safety legislation makes it a requirement for every employer or self-employed person to ensure that any gas appliance, installation pipework or flue installed in any place under their control is maintained in safe condition.

At the event you will be asked to provide formal written evidence from a competent person to show that your gas-fired equipment and any associated pipework and fittings are safe to use. A competent person is classed as a gas-safe registered engineer, qualified to install or maintain (LPG) in mobile catering premises.

To find a competent engineer in your area, contact Gas Safe Register on: 0800 408 5500 www.gassaferegister.co.uk

You will not be able to trade at the event without a current safety certificate

Food Hygiene Rating Scheme

Unless exempt, all food businesses registered in Wales will have a Food Hygiene Rating. You must display a valid food hygiene rating in a prominent position at your food outlet, so that it is capable of being easily read by customers before they order food. Failure to display a valid food hygiene rating will result in the service of a Fixed Penalty Notice.

If you require further information regarding these issues, please contact your local Environmental Health Department, or officers from the Environmental Health Service, Commercial Section, Neuadd Maldwyn, Severn Road, Welshpool, Powys, SY21 7AS. Tel: 01597 827467 or email environmental.health@powys.gov.uk