

THE LOCAL FOOD FESTIVAL

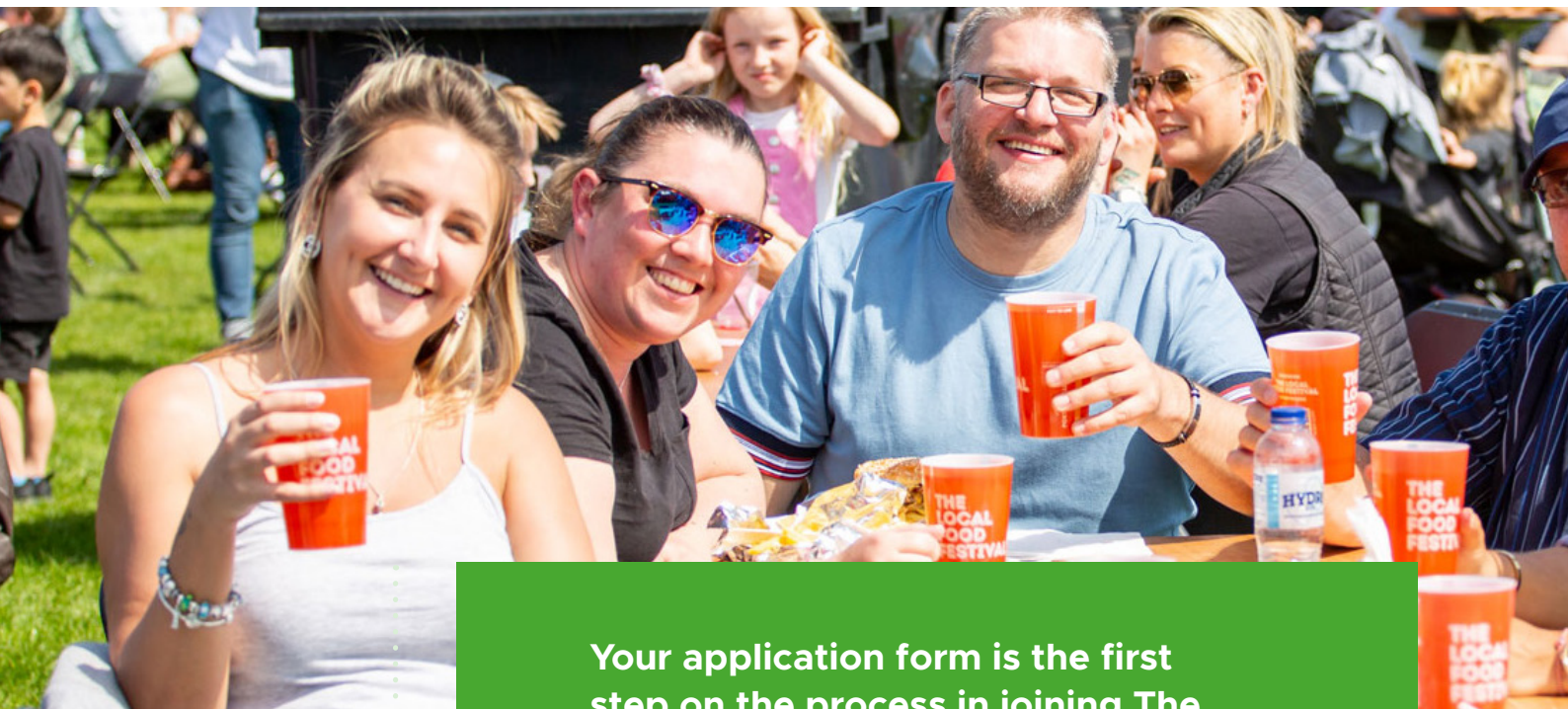
APPLICATION GUIDANCE

2024

Food & Drink Marketplace Entertainment

Filling Out Your Application

Joining The Local Food Festival Family



Your application form is the first step on the process in joining The Local Food Festival family.

Your Details

Please fill this out as complete as possible as we use this information and your socials etc to advertise our event and your business, to help increase footfall at our events as much as possible. Giving us a brief list of your products and bit about your company also allows us to make sure we accept a good range of vendors and do not overlap too much. If you could include a few photos from past events you have attended and/or of your products it also helps with our understanding of you and again can help with our marketing of events.



Steve O'Neill If you need any help or have any specific questions or requirements, Steve is always at the end of a phone or an email.

Exhibition Spaces

Location Location Location



PREMIER

A pitch in the most prominent of places, next door or adjacent to a major part of the festival. The best footfall possible.

STANDARD

A pitch in the general part of the festival. This pitch will be in a good traffic area that people must walk through to access the various major parts of the festival.

BUDGET

Budget pitches are good value for money. If you are a destination type business or you have a good display these pitches are ideal for you.

DIMENSIONS

We offer 3 spaces by default 3m x 3m, 6m x 3m and 9m x 3m.

If for what ever reason you need a pitch of a different size please contact us before booking and we will arrange for your specific requirements.

COMMERCIAL GAZEBO & MARQUEE SPACE

Your pitch allocation does not include any infrastructure. We have commercial gazebos and marquee space available to hire for the full event, and will be erected and ready for your arrival, so feel free to add on your booking form the number required to cover your pitch.

NOTE

Please check that your stand will fit inside your chosen pitch. If you have a trailer please make sure that your tow bar and jacks are included when you calculate your required size. All gazebo's rented from us will fit inside the standard stall sizes. pitches are ideal for you.

Power

Allowing us all to work

Get this right and it will make for an easy day.

The last thing left to do is choose your power supply, if you don't need power cool just don't select any. If you do need power check the box next to the size of the supply required. It is important that you do not choose a supply too small as all supplies are limited to the size you declare.

For safety reasons independent power sources are not allowed at our festivals. We can supply Power directly to your pitch. This power supply will be maintained 24 hours a day whilst the festival is open.

To help you, below is a list of common appliances and their power consumption.

If your item is not listed below, have a look for a data plate. Every electrical item sold in the UK must have a data plate, on this plate will be the power consumption of your item. If the power is expressed in watts 1000 watts is about 4.5 Amps.

Good luck with your calculations. If you need any help just drop us an email and we will get one of our engineers to help you.



Domestic Fridge	2.5 Amps
Domestic Freezer	3.0 Amps
Food Mixer	2.5 Amps
Hot Plate	10 Amps
Kettle	13 Amps
Computer	2.5 Amps
Tea Urn	10 Amps
Beer Cooler	4.0 Amps
Chip Fryer	12 Amps
Oven	13 Amps
Toaster	12 Amps
Till	1.0 Amp
Phone Charger	0.5 Amp
Small Music System	2.0 Amps

Lessons Learnt

Our Guidance From Experience

Absolute Musts

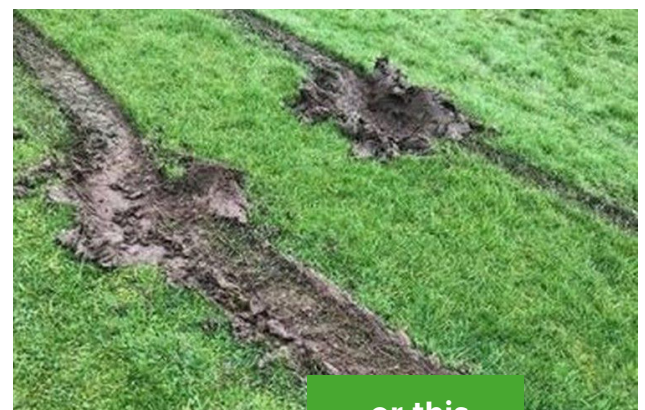
- 1) Use a commercial quality gazebo
- 2) Take all your rubbish away with you
- 3) Fix down all tents and gazebo's
- 4) you must open your stall when the event opens
- 5) You must not close your stall until the event closes

And Please Don't

- 1) Don't leave ash and debris on the grass
- 2) Don't damage the grass when driving on it
- 3) Don't forget your paper work

Some Good Ideas

- 1) Offer some small portions, tapas size
- 2) Make sure your electricity requirements are correct, our supplies turn off if you take too much
- 3) Wear your best smile, happy people sell more



The Small Print

Basic Terms & Conditions

The page everyone gets excited about...



Basic Terms & Conditions

Public liability insurance, all attendees require current public liability insurance. The insurance must cover all of the activities to be carried out by the organisation and cover must be for at least one million pounds sterling. Proof of insurance must have been provided to The Local Food Festival Ltd and recorded.

Food Hygiene Qualification, all organisations that are supplying food in any shape or form that is not pre-packaged will require suitable qualifications. Proof must have been provided to the Local Food Festival Ltd and recorded.

Local Authority Food Rating, The organisation must have been rated by a UK local authority this must have been provided to the Local Food Festival Ltd and recorded. A copy of the rating must be displayed on the organisations pitch.

Gas Safety Certificate, all suppliers that use LPG in any form must provide a current gas safety certificate, this must have been provided to the Local Food Festival Ltd and recorded. Furthermore, the gas cylinder(s) must be isolated from public areas and fire extinguishers kept to hand. The cylinder(s) where ever sited must be a suitable distance from any sources of ignition.

Risk Assessment, The Local Food Festival Ltd requires a risk assessment from all suppliers to cover the entirety of their operation. This will be recorded in the event database.

We require a non refundable booking deposit to secure your pitch, paid within 14 days of invoice.

The Local Food Festival accepts no responsibility for the weather. Invoices must be paid within the specified number of days of the date of the invoice. Payment in full must be made at least twenty eight days prior to the event.

All documentation mentioned above must be available for inspection on the day of the event.

Domestic gazebo are not accepted, please use professional tents such as Gala Shade Pro 50 Gazebo extra.

If you trade on day one and decide not to trade on day two without letting the local food festival know your future bookings with the local food festival are terminated.

You are not to close early unless you have permission from the local food festival.





THE LOCAL FOOD FESTIVAL

CONTACTS

ADVERTISING

The Local Food Festival
Phone: 07739 176419
Email: info@thelocalfoodfestival.com

ARTWORK

Edgebound
Phone: 0208 099 9910
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