



**The Exeter Festival of South West Food and Drink**  
**8-10 May 2020**  
Northernhay Gardens, Exeter

**The South West's finest food and drink festival and music extravaganza.**

This year's festival will take place solely in Northernhay Gardens in the centre of Exeter. This fabulous weekend will be celebration of South West food and drink with live music, demos and workshops throughout the VE Bank holiday weekend.

Over 3 days and 2 music nights, this outdoor food festival offers you the chance to sell your product, offer tastings and generate awareness across the region. In 2019, the festival attracted around 9,000 visitors.

**Producer Stalls**

Northernhay Gardens will feature large undercover food pavilions in dedicated marquees. Book a space, set up your own display and be a part of this popular ticketed event that offers fabulous local food and drink, demonstrations, music, chef demonstration theatre, activities for kids and adults.

**Catering Stalls**

Street Food Style Catering Food stalls are available. In addition to the daytime event, these stalls will be open to visitors on our 2 music nights on Friday 8 and Saturday 9 May. We are looking for creative, foodie, artisan food stalls to excite our visitors. Premium stalls offer 2 open sides. Standard stalls will be open on 1 side. NB – no mobile bars. No alcohol may be sold from catering stalls.

Full details of the Festival, together with relevant maps and application forms are now available. [Click here to view, complete and submit online.](#)

We really hope that you will take part in the Festival and look forward to receiving your application.

**APPLICATION DEADLINE – 21<sup>st</sup> January 2020**

Last year's event was sold out – so please book early!

Contacts for all trader and exhibitor enquiries to the Festival Project Management Team:

Emily Mosedale, PS8 Ltd  
Sandra Sullivan, PS8 Ltd

[emily@exeterfoodanddrinkfestival.co.uk](mailto:emily@exeterfoodanddrinkfestival.co.uk)  
[sandra@exeterfoodanddrinkfestival.co.uk](mailto:sandra@exeterfoodanddrinkfestival.co.uk)

Tel: 07495 302852  
Tel: 07771 577165

Keep up to date with the festival at [www.exeterfoodanddrinkfestival.co.uk](http://www.exeterfoodanddrinkfestival.co.uk)

Follow us on Twitter – [www.twitter.com/ExeterFoodFest](https://www.twitter.com/ExeterFoodFest)

or on Facebook – [www.facebook.com](http://www.facebook.com)

## Opening Hours

	Producer stalls	Catering stalls
Thursday 7 May	(set up day)	
Friday 8 May	10am - 6pm	10am - 11pm
Saturday 9 May	10am - 6pm	10am - 11pm
Sunday 10 May	10am - 5pm	10am - 5pm

### Eligibility to exhibit

The Exeter Festival of South West Food & Drink is a celebration of food and drink from the South West. Stalls are exclusively available to companies based in the South West exhibiting South West produce. It is not permitted to exhibit food or drink produced outside of the South West.

## Stall Types

### 1) Food Pavilion Pitches - Each food pavilion stall type will be a space of **3m frontage x 2.5m depth** inside one of the pavilion marquees in Northernhay Gardens.

These stalls will be a space only site in one of 3 marquees, marked as marquees 3, 4 and 5 on the [festival site plan](#). The marquees will interconnect. See the [stall layout plan](#) for details of locations (subject to alteration)

Each stall is sold as a space only site with no services, partitions or structure provided. You will be responsible for your own display and signage. Tables may be ordered at a cost of £8 plus VAT per table. Other furniture and electricity available on request.

Producers in the food marquees will not be permitted to sell burgers or street food from the producer marquees. This will be restricted to external catering stalls. Tastings are permitted.

NB – Cooking. Anyone using heating equipment will be placed on the top side of the marquees to comply with a request from the local fire department.

Alcohol producer stalls are permitted. These stalls are for sales of bottled alcohol as a retail product. Producers will be able to additionally offer tasters and sell alcohol in maximum of half pint glasses for beer and cider or 125ml for wines. Selling prices will be fixed by the Festival to ensure consistency across the site. The festival will apply for a premise licence to cover the entire site.

### 2) Fresh at the Festival Food Pavilion Pitches

The Festival is keen to encourage new young businesses to make the most of what the Festival has to offer. Fresh at the Festival offers a subsidised first-time participation for **South West based companies that were established on or after 1 April 2017**. Companies will benefit from a 30% discounted type C stall, inclusion in a Fresh at The Festival press release plus a one day training event to ensure you get the most from the Festival.

NB - The Fresh at the Festival offer extends to Type C stalls only in the producer marquees. This offer is not available to catering stalls.

### 3) Catering Pitches – zone 9 (A-K)

3m x 3m external pitches. The catering pitches are for either one open side or 2 open sided marquees. See prices below.

If you need a pitch larger than 3m x 3m please advise. Due to the site slopes and walling, there is limited access for anything larger than 3m x 3m.

The festival encourages applications from specialist street food stalls. All stalls must demonstrate their local food credentials. General caterers with no local sourcing connections will not be permitted.

**Catering Stalls – Burgers, Wraps & Coffee.** As the festival receives numerous applications for this style of stall, caterers in these categories are requested to submit the price that they would pay for the pitch as part of their application. The festival team will select the stall that best balances local, quality food credentials and income potential for the festival.

If you require a 3m x 3m marquee to be supplied by the Festival this will be an additional £170 + VAT.

## Cost of stalls

Food pavilions – (zones 3, 4 and 5) See separate plan for locations		
Stall Type A (blue)	3 open sided space (3m x 2.5m)	£525+ VAT
Stall Type B (yellow)	Corners and spaces adjacent to the marquee entrances in pavilions (3m x 2.5m)	£475+ VAT
Stall Type C (white)	Terrace stalls (3m x 2.5m) – one open front. Exhibitor either side.	£375+ VAT
Fresh at the Festival (type C stalls only - white)	Only open to businesses taking a stall for the first time and established on or after 1 April 2017.	£ 262.50+ VAT
Catering Stalls – premium speciality street food (zone 9)		
Standard – 1 open side - external 3m x 3m (lilac)	Outdoor stalls for food traders selling for onsite consumption. Outdoor sites for 3m x 3m stall - (+£170 for festival supplied marquee)	£630 + VAT
Premium – 2 open sides Type - external 3m x 3m (green)	Outdoor stalls for food traders selling for onsite consumption. Outdoor sites for 3m x 3m stall - (+£170.00 for festival supplied marquee)	£795 + VAT
Catering Stalls - Burgers, Sausages, Wraps & Coffee (zone 9)		
Catering Stalls – general catering	Outdoor Premium stalls for food traders selling for onsite consumption. Outdoor sites for 3m x 3m stall - (+£170 for festival supplied marquee)	Bid price to be inserted into your application form

**Deadline – 21<sup>st</sup> January 2020.** Applications will be assessed by the Festival Board and successful companies notified. Exact position of stalls will be at the discretion of the Festival, to ensure a strong mix of products and food offering.

## Alcohol Sales

**The Festival will obtain a premise licence to cover the entire site.**

Alcohol producer stalls are permitted. These stalls are for sales of alcohol as a retail product. Producers will be able to additionally offer tasters and sell alcohol in maximum of half pint glasses for beer and cider or 125ml for wines. Selling prices will be fixed by the Festival to ensure consistency across the site.

## Electricity

Electricity is **not** included in the participation fees. Please order the required power and number of outlets on your booking form indicating whether 24-hour power is needed. **Generators are not allowed on site unless supplied by the Festival's official contractor.**

**All electrical equipment must display a legible, in date PAT sticker. Any items where this is not the case will not be connected to the festival electrical supply. Click to see the [HSE site](#) if you are unsure of your liability.**

## Water & Waste

Exhibitor wash up area with access to water and waste plus wash up facilities will be provided at a central wash up facility.

Please note that the site does not permit connection to waste facilities. Waste water will need to be collected, disposed of in dedicated containers and taken away by specialist contractors. You should supply your own bowser if you need your own running water.

## Site regulations

Please ensure you read the terms and conditions enclosed. A few key points relevant to all:

- **Glass may not be used for dispensing of food or drink. Retail glass bottles and jars may be sold but must be for consumption off site.**
- **Alcohol sales outside of the festival bar may be sold in maximum of half pint disposables (beer & cider); and 125ml wine**
- **Food Traders and Exhibitors must use compostable, biodegradable disposables inc wooden cutlery**
- **Traders and Exhibitors are not allowed to bring straw on site**
- **All coffee and drinking chocolate sold at the Festival must be Fairtrade or equivalent**
- **Generators are not permitted on site other than those provided by the Festival**
- **Car parking – there is no parking on site. Details will follow on tickets for Exeter City Centre parking.**

## Sponsorship & Advertising

Various options including digital advertising are available. Anyone interested in finding out more is asked to contact the Festival's Sponsorship team: Chelsey Lockhart – [chelsey@michaelcaines.co.uk](mailto:chelsey@michaelcaines.co.uk)

## The Festival Cookery Theatre - Product placement

For £500.00, enhance your profile at the Festival by supplying products to the Festival Cookery Theatre for use by the Festival chefs at least twice each day during their cookery demonstrations. Get your products seen by hundreds in the audience, your own product literature distributed in the theatre, a product description during the commentary and referral to your stall during the demonstration. A great way to drive sales to your stall.

Contact Sandra Sullivan if this is of interest - [sandra@exeterfoodanddrinkfestival.co.uk](mailto:sandra@exeterfoodanddrinkfestival.co.uk)

## How to book your space

**Producer Stalls & Catering Stalls** – Complete stand application [form here](#). Please give as much detail as possible on what you are planning to sell. Please reinforce your local, artisanal, foodie credentials to stand out from the crowd!

**Fresh at the Festival** –Producer Stalls – Complete stand application [form here](#). If successful, you will be asked to send proof of the date your company was established – must be on or after 1 April 2017

NB – please ensure you have read and understood the enclosed terms and conditions before signing and returning your application form.

Please also provide the following documentation in support of your application:

- Copy of public liability insurance
- Risk assessment
- Food Hygiene Certificates

**Receipt of an application does not confirm your participation. The Festival team will select applications and successful companies will be sent confirmation.**

**Invoices will be sent to successful companies. Full payment will be due on receipt of invoice.** Confirmation of your allotted space, together with a Festival manual will be sent to confirmed exhibitors.

**If you need more information before confirming your participation, please contact the Festival Project Management team. We look forward to working with you and thank you for your support in making this Festival one of the finest in the South West.**

Emily Mosedale, PS8 Ltd [emily@exeterfoodanddrinkfestival.co.uk](mailto:emily@exeterfoodanddrinkfestival.co.uk)

T: 07495 302852

Sandra Sullivan, PS8 Ltd [sandra@exeterfoodanddrinkfestival.co.uk](mailto:sandra@exeterfoodanddrinkfestival.co.uk)

T: 07771 577165

## The Exeter Festival of South West Food & Drink 2020

### RISK ASSESSMENT GUIDELINES

All trade stand exhibitors must complete and return a risk assessment form before attending the Festival. You may either use your own or the format below.

Using the guidelines shown below, please consider what risk there is to you as a stallholder, your staff working on the stall and to members of the public during the Festival. Outline the steps you propose to take to minimise that risk on the enclosed form. Please add rows to table or copy the form if necessary.

Potential hazard	Who might be harmed?	Is more control needed to control the risk?
Look for hazards which could reasonably be expected to result in significant harm under the conditions in your workplace. Use the following examples as a guide:	There is no need to list individuals by name. Just think about groups of people doing similar work or who may be affected, eg:	For the hazards listed, do the precautions already taken:
Slipping/tripping hazards	Staff	Meet the standards set by a legal requirement?
Chemicals (eg, battery acid)	Members of the public	Comply with a recognised
Moving parts of machinery (eg, blades)	Maintenance personnel	Industry standard?
Work at height	Contractors	Represent good practice?
Pressure systems	People sharing your workplace	Reduce risk as far as reasonably practicable?
Vehicles (eg, fork-lift trucks)	Operators	<b>Have you provided:</b>
Electricity/loose cables	Cleaners	Adequate information, instruction or training?
Dust (eg, from grinding)	<b>Pay attention to:</b>	Adequate systems or procedures?
Fumes (eg, vehicle engines)	Staff or members of the public with disabilities	If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.
Manual handling	Inexperienced staff	If the risk is not adequately controlled, indicate what more you need to do (the "action list").
Noise	Lone workers - they may be more vulnerable	
Livestock on stands		
Lifting operation		
<b>Fire hazard</b> , e.g. combustible materials (rubbish, flammable substances, Liquid Petroleum Gas, etc) and ignition sources (flames, smoking, etc)	As above	Means of escape, fire detection and alarms. Firefighting equipment and fire evacuation plan.

## The Exeter Festival of South West Food and Drink 2020

### RISK ASSESSMENT FORM

All trade stand exhibitors must complete and return a risk assessment form before attending the Festival. You may either use your own or the format below.

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel no: \_\_\_\_\_ Mobile No \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date Signed \_\_\_\_\_

Hazard	Persons at Risk	Controls to Minimize Risk

Mechanical handling equipment on site? Yes / No    On which day(s)?

#### Fire Assessment

Hazard	Persons at Risk	Controls to Minimize Risk

**Liquid Petroleum Gas (LPG) required on site? Yes / No**

Cylinder size:

Used for:

Storage facility: 19

# Terms and Conditions of The Exeter Festival of South West Food & Drink 2020

## TERMS AND CONDITIONS FOR TRADERS, STALL HOLDERS, EXHIBITORS AND CATERERS

The generality of the terms and conditions set out below are intended to assist all parties involved in maintaining a safe and healthy operation while at the Exeter Festival of South West Food and Drink

These Terms and Conditions replace any previously provided relating to the Exeter Festival of South West Food and Drink

### I. DEFINITIONS

- “Festival” means the Exeter Festival of South West Food and Drink 2020
- “Company” means any member of the Exeter Festival of South West Food and Drink 2020 Management team including the Board, the project management team, stewards and volunteers.
- “Fair Safety Officer” means an appointee by the Company to carry out certain duties relating to safety matters relevant to the Fair.
- “Exhibit” means any trade and craft stands; food and drink stands; competitions; displays; demonstrations; and rides.
- “Stand” means the part of the Festival used by a Trader or Exhibitor.
- “Trader and Exhibitor” means any person involved with Exhibits or catering; this is not meant to include customers.
- “Fees” means monies paid by the Exhibitor to the Company.
- “Customer” means any members of the public attending the Festival that is not an Exhibitor or a member of the Company.
- “Notes” means any information provided by the Company for the purpose of **guidance only**; such Notes, if provided, should not be deemed exhaustive in content.
- “HSE” means the Health and Safety Executive.

### 2. CANCELLATION AND DAMAGES

- Traders and Exhibitors have no claim for damages of any kind, against the Company in respect of any loss or damage, or for the refund of Fees paid to the Company, as a consequence of the prevention, postponement or abandonment of the Festival for any reason.
- The Management reserves the right to reallocate stalls or refuse bookings without giving reasons.
- The Company reserve the right to cancel any booking up to 30 days before the Festival and will refund any Fees paid less 10%. The 10% retention is to support administration costs.
- Traders and Exhibitors wishing to cancel their booking must do so in writing.
- There will be no refund of any Fees paid to the Company by Traders and Exhibitors who cancel their booking less than 60 days before the Festival and if a replacement company cannot be found. If a replacement Trader or Exhibitor is identified, then the original Fees paid to the Company (up to the maximum paid by the replacement Trader or Exhibitor) shall be refunded to the original Trader or Exhibitor less 25%.

Any refunds made by the Company under the terms above, shall be based solely on Fees previously received from the relevant Traders and Exhibitors or their sponsors. For the avoidance of doubt, the Company shall not become liable to any consequential losses including but not limited to opportunity costs or losses incurred by the Exhibitor.

### 3. SAFETY AND INSURANCE

- Produce must be stored and served in compliance with Food Safety Regulations. For more info visit: <http://www.food.gov.uk>
- Traders and Exhibitors must ensure that all electrical equipment complies with current regulations and that all equipment over one year old has an up to date and legible PAT sticker. See [HSE guidelines](#) for more details. Any equipment not meeting these criteria will not be connected to the Festival electrical supply.
- Traders and Exhibitors must comply with legislation relating to Health, Safety, Hygiene and Noise at Work.
- Written Food Safety Management Procedures are required by law, and must be available for inspection by Festival and licensing authority staff. All food Traders and Exhibitors must be registered with a local authority.
- Traders and Exhibitors are responsible for arranging their own Public Liability Insurance, Employers’ Liability Insurance & Cancellation Insurance to cover their costs associated with attending the Festival.
- Traders and Exhibitors are responsible for obtaining insurance against fire, theft and third-party damages of their property, Exhibit, goods and personal effects.



- Product, employers, and public liability Insurance must be on display in stalls at all times. Likewise, Traders and Exhibitors are responsible for ensuring contractors delivering to, or working on their stall, are suitably insured.

Traders and Exhibitors must be compliant with all appropriate legislation, including but not limited to the appropriate HSE legislation.

- It is not the responsibility of the Company to ensure that the Exhibitor has a sufficient understanding of any liabilities upon the Exhibitor in relation to any applicable legislation; and any and all effort in this respect rests with the Exhibitor.

All Traders and Exhibitors must adhere to the requirements of the smoke free legislation.

The Company is not responsible for the loss or damage, by whatever means, of the Exhibitor's property, Exhibit, goods or personal effects.

- Traders and Exhibitors are responsible for the safety of their Exhibits and any and all machinery capable of causing injury; which must be properly safeguarded in accordance with the appropriate Health and Safety at Work Legislation.
- Traders and Exhibitors are responsible for any and all damage or injury to persons or property occasioned by any of the Exhibits, or any act or omission by the Trader or Exhibitor or their servants, agents or contractors.

Traders and Exhibitors shall indemnify and hold harmless the Company in respect of all liabilities, proceedings, damages, cost demands and expenses brought or made against or incurred by the Company, in relation to or arising from any acts or omissions of the Trader or Exhibitor.

- Traders and Exhibitors must comply with any guidance provided by the Company regarding safety and must follow the instructions given by any and all Company representatives in this respect.
- Traders and Exhibitors must provide a valid mobile number on their booking form; the mobile phone number will be used for, including but not limited to, emergencies, cancellation or abandonment of the Festival. This information will be used with due care to confidentiality. Should a valid mobile phone number not be provided, then the Company will not accept any adverse consequences that might result e.g inability to provide timely notification of any major changes to the Festival timetable, including cancellation which in turn results in additional costs to the Exhibitor.

#### 4. SAFETY – RISK ASSESSMENT

- The Company will appoint a Festival Safety Officer who will be responsible for monitoring all aspects of safety regarding the Festival.

The Festival Safety Officer will carry out a local risk assessment on the day of the Festival and Traders and Exhibitors must afford whatever access to exhibits as is reasonably requested to carry out the assessment.

The Festival Safety Officer will give advice on safety measures to Traders and Exhibitors and will check that environmental health and safety regulations are observed.

The Festival Safety Officer will be responsible for organising the evacuation of relevant areas should a dangerous situation arise. In the event of an evacuation being ordered by the Festival Safety Officer all personnel should follow the instruction of the Company representatives which will be by word of mouth, loudspeaker or loud hailer or any other means deemed necessary by the Company.

- Traders and Exhibitors must ensure that they conduct a suitable assessment of risk of injury resulting from their proposed operation, and/or Exhibit at the Festival in order to comply with HSE regulations.
- All Traders and Exhibitors and contractors are responsible for their own risk assessment; however, the Company will require **completion of a simple form by Traders and Exhibitors to be returned**; this form will list the known hazards of each operation; list who is likely to be harmed; and, list the measures that are necessary to remove or reduce the risks identified.
- Traders and Exhibitors must ensure that the measures indicated by their risk assessment are taken to remove or reduce the risks identified.

## 5. ACCIDENTS/FIRST AID

- Traders and Exhibitors must maintain some basic first aid provision and ensure that they record and report all accidents occurring as a result of their operations.
- Traders and Exhibitors must ensure that all accident reports should be forwarded to the Environmental Health Department of Exeter Council.
- An approved medical provider will be in attendance at the Festival.

## 6. ELECTRICITY

- Electricity for Traders and Exhibitors will be provided on request and at a cost. **Generators are not permitted on site** for health, safety, and noise reasons other than those provided by the Festival. Traders and Exhibitors who pull more power than ordered and cause the circuit to go down will be disconnected and their stall closed down. All electrical equipment on site must have been tested and have a current PAT certificate.
- Traders and Exhibitors must ensure that all electrical equipment complies with current regulations and that all equipment over one year old has an up to date and legible PAT sticker. See [HSE guidelines](#) for more details. Any equipment not meeting these criteria will not be connected to the Festival electrical supply.
- Traders and Exhibitors must ensure that installations must be safely disconnected and removed from the site after the Festival.

## 7. LIQUID PETROLIUM GAS (LPG)

- Traders and Exhibitors who use LPG must comply with all relevant legislation and guidance notes in respect of storage and use of any containers they bring into the Festival. [Click here for advice](#) on gas safety in mobile catering.
- Traders and Exhibitors must ensure that all gas appliances have been recently tested and examined by a competent person prior to use at the Festival. Equipment must be labelled giving the date of the test and the name of the person carrying out the test.
- **Bottled Gas.** All gas equipment in catering units must have current safety certification. Safety precautions regarding storage of bottled gas must be followed.
- Traders and Exhibitors must ensure that no heating or cooking appliance is installed inside an Exhibit eg tent or stand, which is not specifically laid out for the purpose.

## 8. MACHINERY (NB: only trained adults may operate machinery)

Traders and Exhibitors must note that passengers must not be carried on any vehicle and/or machinery that is not specifically designed for the purpose.

- Traders and Exhibitors must note that plant and machinery may only be operated and/or demonstrated after ensuring adequate precautions are taken to protect the operator, bystanders and Customers.
- Traders and Exhibitors must note that for static Exhibits, in particular those dependent upon oil pressure in a ram, they must be physically propped to prevent collapse.
- Traders and Exhibitors must ensure that an assessment is taken of the hazards that may be created during adverse weather conditions or the Exhibits being knocked over and/or damaged and appropriate precautions implemented.

## 9. FIRE PRECAUTIONS

- Traders and Exhibitors must ensure that smoking and naked flames inside Exhibits, e.g marquees, is not permitted.
- Traders and Exhibitors must ensure that no heating or cooking appliance is installed inside an Exhibit eg tent or stand, which is not specifically laid out for the purpose.
- Traders and Exhibitors wishing to use heating or cooking appliances for serving refreshments or for other purposes must ensure that appliances are installed outside the Exhibit eg tent or stand at a safe distance from combustible material; heating appliances must be fixed securely on a firm, non-combustible, heat-insulated base and surrounded on three sides by shields of similar material. Appliances should be at least one metre from combustible fabrics or other materials and appropriate actions must be taken to ensure that no combustible material can be blown against the heater.

- Traders and Exhibitors must ensure that suitable and appropriate firefighting equipment such as portable fire extinguishers should be provided where necessary and in accordance with any appropriate statutory legislation.
- Traders and Exhibitors are strongly advised to insure against fire, not only as regards their own property but also against third party claims.

#### 10. SAFETY INFORMATION

- Traders and Exhibitors must ensure that appropriate safety information is provided where necessary, relating to plant and equipment and that such information is clearly displayed eg for the benefit of staff and customers.

#### 11. FOOD HYGIENE

- Traders and Exhibitors must ensure that all Exhibits are compliant with current legislation relevant to food hygiene. Of particular importance is the storage of food at the correct temperature and the fitness of food offered to the Customers and any others at the Festival.
- Traders and Exhibitors are to be aware that the Environmental Health Department of Exeter Council will conduct enforcement of such regulations.
- Traders and Exhibitors must ensure that catering units must carry a copy of their Health and Safety certification. Food Hygiene Certificates will be checked at the Festival.

#### 12. HOUSEKEEPING

- Traders and Exhibitors are responsible for keeping the area in front of their stalls as well as their back of their allocated space tidy and free of rubbish. All rubbish must be put into the appropriate skips or containers. Traders and Exhibitors must leave their site as they found it. Hired refrigerators must be emptied out before the trader leaves site. Traders and Exhibitors leaving any rubbish, refrigerators, furniture, equipment or structures will be charged for the cost of clearing their site and disposing of the rubbish - and may not be invited to trade at future festivals.
- Traders and Exhibitors must ensure that goods and materials are safely stored and stacked so they do not pose a hazard to the Company, staff or Customers.
- Traders and Exhibitors must ensure that walkways and exits are clear of obstruction at all times.
- Traders and Exhibitors must ensure that the Company, Customers, and children in particular, do not obtain access to the operating plant of Exhibits (stands) e.g. generators, water boilers.

#### 13. WATER

- The Festival will provide a shared wash up area in Northernhay Gardens
- Traders and Exhibitors who require water should bring their own containers, which can be filled on site.
- Waste water must be put in the containers provided and not poured on the ground or into manholes. The Environment Agency and Environmental Health Officers will check to see how Traders and Exhibitors dispose of waste water/liquid. Traders and Exhibitors must use the waste water containers provided and inform The Festival management team if they need to be emptied.
- Thermos flasks are recommended for storing hot water on your stall for hand washing.

#### 14. FLUIDS UNDER PRESSURE

- Traders and Exhibitors must ensure safe operation, use and maintenance of compressed air equipment.
- Traders and Exhibitors must ensure that compressed gases are stored and labelled correctly.

#### 15. SITE ACCESS

- Traders and Exhibitors must be ready to trade by the published opening hours, when the Festival is open to the public.
- Access for Traders and Exhibitors will be on Thursday 7 May, with some slots from 12pm on Wednesday 6 May. Access will be subject to a strict timetable of allocated slots.
- Traders and Exhibitors must ensure that suitable staff man their stall for the duration of the opening hours of the Festival.
- Traders and Exhibitors are held responsible for any persons delivering to or servicing their stall.
- No vehicles will be allowed to remain on site during the Festival. No motor cycles, quad bikes or buggies are allowed on site.
- Vehicle movements must be kept to a minimum - even with vehicles that have delivery passes. There is a 5-mph speed limit on site at all times.

- All vehicles are brought on site at their owners' risk, and must be suitably insured. The Festival cannot accept any responsibility for any loss or damage that may occur.
- Deliveries. Traders and Exhibitors are responsible for arranging that delivery vehicles have all necessary paperwork and passes prior to arriving at vehicle gates. Deliveries that turn up at the gates without prior approval may not be allowed on site. Traders and Exhibitors are also responsible for ensuring that delivery firms understand they come on site at their own risk and that the Festival will not accept responsibility for any claims from delivery drivers/firms.
- Traders and Exhibitors are responsible for ensuring that they and their staff adhere to the published pass system. The Festival cannot accept any responsibility if Traders and Exhibitors do not adhere to the system, or lose passes. Trading staff without passes will not be admitted to the Festival.

## 16. Festival Regulations

- **Only Products produced in the South West are permitted to be exhibited or sold at the Festival.**
- **All coffee and drinking chocolate sold at the Festival must be Fairtrade or equivalent**
- **Food Traders and Exhibitors must use compostable, biodegradable disposables including wooden cutlery.** Should a trader bring on site, or use, polystyrene disposables, plastic cutlery or other environmentally unfriendly disposables, they will not be permitted to continue trading.
- Lasers, fireworks and weapons or potential weapons are not permitted on site for safety reasons.
- **Glass may not be used for dispensing of food or drink. Retail glass bottles and jars may be sold but must be for consumption off site.**
- **Outside of the Festival Bar, alcohol may be sold in a maximum of half pint size (beer and cider) or 125ml (wine) disposables**
- The sub-letting of all or part of a stall by an Exhibitor is forbidden unless authorised by the Festival in writing prior to the Festival.
- Traders and Exhibitors must co-operate fully with Festival Security in any search of vehicles or stalls.
- Whilst site security is provided by the Festival, including overnight security, until the morning after the event, stall holders are responsible for the safe keeping of all goods or items on their stand. The Festival will not be responsible in any way for the loss or damage to Exhibitors' property whilst it is on site.
- No animals will be allowed on site without written permission of the Festival.
- **Traders and Exhibitors are not allowed to bring straw on site.** In exceptional weather conditions, the Festival may bring straw on site for use in walkways and unsafe public areas. Under no circumstances can Traders and Exhibitors have straw inside their stalls - irrespective of the weather.
- Barbecues and contained fires may only be used if sited safely, but must be preapproved for Health & Safety reasons and managed carefully. **Barbecues will not be allowed inside marquees.** The Exhibitor must provide fire extinguishers.
- Approved sound systems in stalls Traders and Exhibitors must modify sound levels when asked by Site Management, Security, or Environmental Health Officers. Failure to respond will result in eviction from the site. Sound systems that have not been approved in writing prior to the festival will be confiscated.
- Official organisations. Traders and Exhibitors are required to co-operate fully with Site Management, Security, Emergency Services, Police and all official organisations on site - such as Environmental Health Officers, Fire Officers, Customs and Excise staff, the Environment Agency, Trading Standards Officers and Inland Revenue staff.
- No rebates will be given to Traders and Exhibitors as a result of adverse weather conditions, nor as a result of changes in Festival timings or programme of events. The Festival will not accept responsibility for the level of trading during the event.
- Traders and Exhibitors are required to comply with the terms of the site licence. A copy of the Festival licence will be held at the Onsite Office. If a trader is closed down and / or evicted from site for contravening the licence, any of these terms and conditions or prescribed environment health standards, they shall not be entitled to any rebate.