



STOGUMBER FESTIVAL



FOOD AND DRINK SHOWCASE SPONSOR

Thank you for requesting an application pack for a stall at the Food and Drink Showcase at the 2015 Stogumber Festival.

We are now accepting applications for pitches (www.stogumberfestival.com)

Food and Drink Stalls at the Stogumber Festival

The food and drink stalls at the 2015 festival will be available on Saturday 12th & Sunday 13th Sept from 11am to 4pm daily. There will be music events all day and in the evening for both days, please visit our website for details www.stogumberfestival.com

The festival provides plenty of activities to enable visitors to stay all day.

It is a great opportunity to sell your produce and develop your business.

Our festival promotes local producers and encourages long-lasting links to an engaged market of customers.

BENEFITS OF ATTENDING

- Details about your business/product will be listed on our website with a link to your website
- The Food and Drink Showcase will be part of our publicity campaign throughout the South West
- Your business or product will be listed in the festival programme
- You can be provided with a Stogumber Festival Poster and promotional flyers
- Your business will be linked and liked via our Facebook Page

SELECTION PROCESS

Food and drink stalls at the Stogumber Festival are available to anyone who produces or sells great tasting food and drink. These are for prepared food and drink to be taken away, not for freshly prepared food to be eaten at the event. As there is limited space priority will be given to applications so that we offer customers a wide choice of produce and will take steps to avoid product saturation, whilst seeking suppliers offering outstanding, great tasting sustainably and ethically produced food and drink.

STALL RATES & PAYMENT

Our highly competitive rates are based on the costs associated with running the festival, and publicity that the festival generates.

Prices:

Vendors supplying own gazebos: £35 for 2 days

Vendors requiring gazebos: £45 for 2 days (Stogumber Festival will erect gazebo)

Vendors requiring power: extra £5 for weekend

Pitches: all basic pitches are 3x3m. Pitches will be allocated upon arrival by the organisers.



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PROMOTION & ADVERTS

Please provide your logo (in JPEG or TIFF format) and promotional text (100 words maximum), These will be uploaded to the website, along with information about your produce, **upon receipt of payment**. Your details will be included in the festival programme Food & Drink Showcase listing..

This promotion will be supplemented by mentions on Facebook and other social media and the food and drink stalls will be promoted in traditional print and broadcast media.

You will be supplied with a Stogumber Festival poster for your window and offered flyers promoting the festival for your customers.

If you apply for a display advertisement in the programme we will contact you for artwork.

PARKING

Free parking will be available for the festival, please see enclosed map

CONTACT DETAILS

Please return the booking form along with copies of all public, product, and employers liability insurance. For any further enquiries please call Kevan Walker on 07810 197755 or Diana Mullhall on 01984 639539

Email

Food & Drink at Stogumber Food Festival Organiser

5 Sawpits Close

Stogumber

Somerset

TA4 3TX

We are passionate about our event and thank you for wishing to be part of it.



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Application Form

PLEASE SEND PAYMENT WITH THIS FORM cheques payable to Stogumber Festival

Contact Name:

Date of application:

Trading Name:

Address:

Post code:

Tel No:

Mobile No:

Email address:

Facebook page:

Website URL:

Description of the produce to be sold (please list all products you intend to bring – you are only permitted to sell the product listed below and may be asked to remove any undeclared or unauthorised items. If you change or develop new lines just let us know):

PITCH REQUIREMENTS & RATES

Complete by ticking relevant option and entering total figures in the space below

Stall **with** gazebo, table, chair: £45 ·

Stall **without** gazebo, table, chair: £35 ·

Stall **requiring electricity** £5 weekend ·

Half page advert in programme £90 (reduced from £100) ·

Quarter page advert in brochure £25 (reduced from £30) ·

TOTAL ENCLOSED PAYMENT OF £ . . .

CHEQUES PAYABLE TO STOGUMBER FESTIVAL PLEASE



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If electricity is required:

We need to accurately assess your power requirements. Please provide a list of equipment that require electricity and indicate their kilowatt ratings. Add together to indicate the total power requirement. NB: your appliances(s) and lead(s) must comply with the Electricity at Work Act of 1989 & **we will need to see copies of PAT testing certificates for any equipment used.**

**PLEASE POST APPLICATION FORM WITH FULL PAYMENT TO:
Mr Kevan Walker Food & Drink at Stogumber Festival organiser
5 Sawpits Close
Stogumber Somerset TA4 3TX
Please tick ALL appropriate options**

- I wish to apply for a food and drink stall at the Food and Drink Showcase at the Stogumber festival 12th-13th Sept 2015
- **I have read the terms and conditions of this booking and agree to uphold them**
- I will promote my attendance at the festival positively on my website, Facebookaccount or via Twitter
- I attach copies of my Public/Product/Employers' Liability insurance documents
- I attach copies of PAT testing, gas certification and risk assessment, where relevant.
- I enclose full payment for **stand/ electric supply/ advertisement** *delete as appropriate
- PAYMENT by BACS to: account number: 40360368 sort code: 309574

Signed

Print name

On behalf of (company)

TERMS AND CONDITIONS

1. All items displayed, sold and/or promoted at the festival must have been approved by, or made known to, the Organiser on this booking form and should comply with the selection criteria described above.
2. Full payment is required to secure your booking. A receipt will be issued, upon acceptance of your application, for the full amount owed. Settlement of this amount within the payment terms stated will secure your booking. If we do not receive payment within the payment terms stated on the invoice your booking may be cancelled. We will inform you of this before we cancel.
3. The pitch will be confirmed shortly before the Festival along with logistics, directions etc.
4. If the applicant cancels, fees are refundable on the following basis:
 - Cancelled 120 days before Festival – full refund
 - Cancelled 90 days before the Festival – 50% refund
 - Cancelled less than 90 days before the Festival – No refund**If the fees have not been paid the equivalent amounts under these refund terms will still be due.**
5. Traders must conduct their business in a manner that does not interfere with the interests of other traders, and not canvass for customers beyond the boundaries of their stand. Traders should not engage in activities which are deemed to be unethical or in breach of the law. The Organisers reserve the right to eject any trader without refund if a trader does not comply with these conditions.
6. A 'no smoking' policy operates when tending a pitch.
7. In the interests of public safety, all traders must not dismantle their stand until after the event has closed. Traders to keep their stand appropriately dressed and maintained and all exhibits open to view and the stand adequately staffed continuously during the opening hours of the festival



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8. The Trader shall be entitled to occupy the Pitch for the purpose of displaying only the Permitted Goods and Services for the duration of the Festival. The Trader shall not assign the benefit of the Contract for a Pitch or sub-let the whole or part of the Pitch, without the written consent of the Organiser.
9. Traders are responsible for their own goods at the Festival and no responsibility is accepted for loss, damage, or financial loss, due to abandonment or cancellation of the event due to factors beyond our control.
10. Stallholders are responsible for any accidents or injuries to the public caused by their products, display stands or their use of the space allocated to them, and must arrange their own Public Liability cover and have current Food Hygiene and Electrical/Gas Safety certificates as applicable. Copies of these should be available on the day of the event.
11. A timed slot of 45 minutes will be allocated for unloading in the school car park, but because of limited space, stall holders will then be asked to park their vehicles in the free festival car park 150m away. See enclosed map. Thank you for your co-operation in this matter.
12. No oil, cooking stove or barbecue of any description must be lit in the vicinity of the stall
13. The organiser and the Festival will not be held responsible for the security of the exhibit or any property while on site



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SITE PLAN

