



**ROYAL LEAMINGTON SPA  
FOOD & DRINK FESTIVAL  
BOOKING FORM**

Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> September 2019  
10.00am – 6.00pm | Pump Room Gardens

Business Name	
Contact Name	
Contact Address	
Postcode	
Telephone Number	
Email Address	
Website	
Type of Product on Offer – this is NOT optional Please also supply pictures of the stand and products to support this application	

<b>Exhibitor Stall or Space – all prices incl VAT</b>	<b>Cost for 2 days</b>	<b>No Req</b>	<b>Total</b>
<b>3m x 1m Pre Built Market Stall (incl table board &amp; canopy)</b>	<b>£225.00</b>		
<b>3m x 3m exhibition space (please supply all equipment)</b>	<b>£350.00</b>		
<b>3m x 1m Pre Built Market Stall (selling hot food or alcohol)</b>	<b>£510.00</b>		
<b>3m x 3m (selling hot food)</b>	<b>£510.00</b>		
<b>3m x 3m (selling alcohol)</b>	<b>£510.00</b>		
<b>6m x 3m (selling hot food)</b>	<b>£750.00</b>		
<b>6m x 3m (selling alcohol)</b>	<b>£750.00</b>		
<b>additional space per m<sup>2</sup></b> (eg additional 1m x 3m = £120 / 2m x 3m = £240.00 etc)	<b>£40.00</b>		
<b>Please list ALL electrical items below – incl wattage</b>	<b>1 x 13 amp £55.00</b>		
	<b>1 x 16 amp £96.00</b>		
Please indicate here if you require a car park pass <input type="checkbox"/> Vehicle Reg <input type="text"/>			
<b>This car park is FREE to exhibitors but access is not permitted between 10am – 6pm</b>			

**YOU MUST SUPPLY THIS INFORMATION AT THE TIME OF BOOKING**

**Your application will be returned if you do not supply all information and documentation requested at time of booking.**

- FSA Food Hygiene Rating (if applicable)
- Public, Product & Employee Liability Certificates, including Policy No
- Health & Safety / Fire (if applicable) Risk Assessment(s)

<b>For Office Use Only</b>	
Date Received	
Accepted	
Declined	

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

I have read the TERMS and CONDITIONS (see over page) and agree to abide by them

**We regret we cannot accept any applications without a completed and signed application form.**

## General Terms and Conditions of Booking for the 2019 Leamington Food and Drink Festival

1. The deadline for applications is **31 March 2019**. Applications may be accepted after this date, subject to availability, but there is no guarantee that they will be listed in the Festival publicity. BID Leamington reserve the right to refuse an application for exhibition space. **We regret that exhibitors are not able to specify the exact location of their stand.**
  2. The application must contain an **accurate description of goods being exhibited or sold** which should also conform to current trading legislation. The Festival operates a Challenge 25 policy. Auctioning, pitching, raffles or tombola stands are not permitted without written permission from BID Leamington. **The use of radio microphones, amplification devices and music systems is strictly prohibited unless written permission is given.**
  3. **A non-refundable £100 deposit** is required to secure your place at the festival. This is payable upon confirmation of acceptance; an invoice will be sent to you which will include payment details and a due date (usually payable within 7 days). The remainder of the balance must be made in full by no later than **30<sup>th</sup> June 2019**, failure to meet these deadlines will result in the cancellation of your booking. We regret refunds will not be given for bookings cancelled by exhibitors. No refunds will be given due to bad weather or ground conditions.
  4. There will be overnight security on both nights when the Festival is set up. The organisers carry public liability insurance in respect of their own activities **ONLY**. It is the responsibility of exhibitors to safeguard property. BID Leamington Ltd does not accept responsibility whatsoever for any losses. **No produce or equipment** can be left on stalls overnight.
  5. Stallholders are responsible for provision of **fire safety equipment** on their stalls. BID Leamington reserve the right of inspection by the Fire Safety Officer of all stands and equipment.
  6. **Any Director of BID Leamington Ltd or EHO officer** may inspect a stall at any time to ensure the safe and hygienic operation of the site and compliance with the conditions of booking and product descriptions before, during and after the Festival. **Any directions given must be complied with immediately.**
  7. Stall/pitch holders are asked to keep their surrounding area as clean as possible throughout the festival plus adhere to any **recycling policies** that are operational. **Please DO NOT leave any refuse at your stall or pitch.**
  8. The Food and Drink Festival is open to the public from 10am and closes at 6pm on Saturday and Sunday. It is a condition of the Festival's booking of the Pump Room Gardens that **no vehicles** are to be parked on the Gardens **after 9.00am** during the Festival **unless a permit** has been granted by BID Leamington.
  9. Stallholders may set up on the Saturday from 7am. **Please note there is a maximum time limit of 1 hour for unloading. All vehicles must be moved to the FREE Exhibitors' car park immediately after unloading.** Please arrive in good time to be fully operational at 10am on Saturday and Sunday morning. No stall display is to be taken down before end of trading at 6pm on either Saturday or Sunday. **VEHICLE ACCESS IS NOT AVAILABLE AT ANY OTHER TIME.**
  10. **All electrical equipment** must be listed on the **booking form, certified and have a current PAT certificate**. A copy of this certificate **must be returned** with the booking form and also **be made available** for inspection by our electrician at the Festival. **Please note that non PAT tested equipment cannot be used in any circumstances.**
  11. **Toilets with hand wash facilities** will be available on site, as well as **fresh tap water** and a **water bowser** for the **disposal of waste water**.
  12. **Please display price lists clearly for visitors to observe.**
  13. There is a strong push towards making events greener and festivals, both large and small, have made huge strides towards reducing waste, incentivising greater sustainability and ethical sourcing. We are trying our best to make the **Leamington Food & Drink Festival a greener** event and would like to encourage everyone to assist us in our move towards this. **Please visit [www.leamingtonfoodfestival.co.uk](http://www.leamingtonfoodfestival.co.uk) for further details.**
  14. **All exhibitors must have valid public liability, product liability and employee liability insurance and a site risk assessment. Failure to produce these documents will result in immediate cancellation. Exhibitors will be liable for any damage they cause.**
  15. The provision of food and drink is governed by **Food Hygiene Regulations**. It is the **exhibitor's responsibility to comply with Environmental Health Organisations regulations**. For further information contact a member of the Food and Occupational Safety & Health Team on 01926 456 710 or visit <http://warwickdc.gov.uk/WDC/Environment+and+planning/Food+safety/Food+hygiene+and+quality/>
  16. **ALLERGENS**, (if applicable) please tick the appropriate box below:  
The products I produce for consumption to the public are free from Allergens, they have been tested to confirm this and I have proof of the testing together with supply chain trace of ingredients.   
The products I produce for consumption to the public may contain Allergens, and I have a nominated person who will handle all food allergy queries from consumers.
- NB It is a mandatory requirement for signage and notices to be in place at the event - failure to provide this information on the day will result in your being unable to trade!**  
**We regret we cannot accept any applications without a completed and signed application form.**

Please complete, sign and return with **all documentation** required **by 31 March 2019** to.....

**Alison Shaw, Leamington Food and Drink Festival, BID Leamington Ltd, 35c Park Court, Park Street, Leamington Spa, CV32 4QN** or email [alison@bidleamington.com](mailto:alison@bidleamington.com).