

Application Form

Huddersfield Food & Drink Festival 2012

Thursday 09 August – Sunday 12 August

Please complete page 1, 2, and 3 of the following form and return to the Festival office along with your payment by 31.03.12.

Please note:

- Bookings are only being taken for all four days.
- **50% deposit is required when booking.** The further 50% can be paid with a post-dated cheque dated 31.05.2012. **Please send both cheques with your booking form.** If the outstanding balance is not paid by this date the booking will not be secured, deposits will not be refunded and the space will be offered to businesses on our waiting list.
- Cheques should be made payable to HTCPL.
- Cheques will be returned to unsuccessful applicants.
- Please enclose a copy of your public liability insurance with your application.
- Please ensure you have read and signed the rules and regulations on page 3.

Contact Name.....Company Name.....

Address.....

.....Postcode.....

Tel.....Mob.....

Email.....website.....

Non Catering

Marquee	Price Per day	Total	Total Including Vat	Please Tick
3m x 3m marquee	£150.00	£600.00	£720.00	
Electricity	£10.00	£40.00	£48.00	
6m x 3m marquee	£300.00	£1200.00	£1440.00	
Electricity	£15.00	£60.00	£72.00	

Alcohol

Marquee	Price Per day	Total	Total Including Vat	Please Tick
3m x 3m marquee	£180.00	£720.00	£864.00	
Electricity	£20.00	£80.00	£96.00	
6m x 3m marquee	£360.00	£1440.00	£1728.00	
Electricity	£30.00	£120.00	£144.00	

Catering

Marquee	Price Per day	Total	Total Including Vat	Please Tick
3m x 3m marquee	£220.00	£880.00	£1056.00	
Electricity	£20.00	£80.00	£96.00	
6m x 3m marquee	£440.00	£1760.00	£2112.00	
Electricity	£30.00	£120.00	£144.00	

Premium Exhibition Space (Marquees 1,2, 23-30)

Marquee	Price Per day	Total	Total Including Vat	Please Tick
3m x 3m marquee	£320.00	£1280.00	£1536.00	
Electricity	£20.00	£80.00	£96.00	
6m x 3m marquee	£640.00	£2560.00	£3072.00	
Electricity	£30.00	£120.00	£144.00	

Other Requirements

Item	Number Required	Cost per item for all 3 days inc Vat	Total Incl Vat
Tables		£0.00	
Plug Sockets		£0.00	
Electricity on overnight?	Yes No	£0.00	
Tall Glass Fronted Fridge		£120.00	£144.00
Specialist Fridges *		POA	
Under counter Fridge		£55.00	£66.00
Hand wash		£75.00	£90.00
Gas Hob		£40.00	£48.00
Gas Canisters		£25.00	£30.00

*Specialist Fridges – we have found a reputable supplier for specialist fridges who can supply:

- Multi-deck Serve-overs
 - Glass Door Chillers & Freezers
 - Chest Freezers
 - Dual Temp Islands
 - Specialist Promotion Fridges
- Prices are available on application.

Please answer the following questions if applicable to your business.

Hand Wash Facilities

All stallholders serving or dealing with food do require hand washing facilities which we can provide for you – see below. If you do not intend to hire them from us please could you tell us what hand washing facilities you will be bringing with you (see the event checklist for the legal requirements relating to hand washing facilities):

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Fridges

If you are not hiring a fridge from us please could you tell us what provision you are making to keep food at the correct temperature:.....

Please tell us which Local Authority your business is registered with and what address your business is registered to?

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Please tell us what your Star Rating is?.....

We will only accept booking from stallholders with 3 stars or above.

Festival Brochure and Website listing.

Please provide a 50 word description of what you will be selling for the Festival brochure and website.

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Cookery Demonstration

Would you be interested doing a cookery demonstration?

Yes	No
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Declaration and signature of contract

Please tick

I have read the rules and regulations and agree to abide by them	
I have completed pages 1, 2 and 3 of this application form	
I enclose 2 cheques made out to the HTCPL. One is for 50% of the total cost and the other is postdated for 31.05.12 for the outstanding balance.	
I enclose a copy of my public liability insurance policy	

Please return your to: Huddersfield Food and Drink Festival, Level 1, Kingsgate Shopping Centre, King Street, Huddersfield, HD1 2QB

Please Note: Application forms must be received by 31.03.12.

1. Where possible the Festival office will separate similar products offered for sale but reserve the right to give the public variety and choice. The Festival Office will make reasonable efforts to satisfy requests to reserve specific positions, but guaranteed locations are not possible.
2. Exhibitors must ensure that they are adequately insured. Copies of Public and Employee Liability certificates must be returned with your booking form.
3. There is no access to St George's Square for exhibitors until 4pm on Wednesday 8th August.
4. There is a speed limit of 'Dead Slow' around St George's Square which is to be observed at all times. There will be absolutely no vehicle movements whatsoever allowed on site from 30 minutes before opening and 30 minutes after closing times.
5. Electricity: As electricity supply will be made available at each stall the use of personal generating sets is strictly prohibited.
6. All exhibitors must ensure equipment, including refrigeration and kitchen equipment does not exceed the area booked.
7. All electrical equipment must be PAT tested.
8. All stalls must be staffed, stocked and open to the public as follows:
Thursday 11 August, 11am to 6pm
Friday 12 August, 10am to 10.9pm
Saturday 13 August, 9am to 9pm
Sunday 14 August, 11am to 6pm
9. The failure of an exhibitor to trade at any time when the Festival is open will result in exclusion from future Festivals.
10. No exhibitor may sub-let any part of a stall.
11. Single day bookings will not be accepted.
12. Exhibitors must regularly clear all rubbish and debris from the vicinity of their stalls.

This must be disposed of in the trade waste areas and not the bins in St George's Square. **Failure of an exhibitor to leave their stall in the same state as they found it will result in a fine of £150.00 and exclusion from future Festivals.**

13. No exhibitor shall be allowed to call attention to goods or services, or use any equipment as to cause annoyance. Selling of goods by auction is prohibited.
14. It is the responsibility of exhibitors to safeguard their property. The Festival Office does not accept any responsibility whatsoever for any losses.
15. Exhibitors are to display their name and address in a size and style that can easily be seen by the public.
16. Exhibitors are to display at all times the price of goods being sold.
17. Any exhibitor who cancels a booked stall, for whatever reason, shall forfeit all fees paid and the Festival Office shall reserve the right to re-let such stalls. No refunds will be given due to bad weather or ground conditions.
18. No refunds will be made if the Festival cannot take place for any reason beyond the control of the organiser.
19. Closing date for the production of the Festival brochure and website is 31.03.12. If exhibitors want to be listed, application forms and payments need to be sent by this date. Cheques sent by this date but dated 31.05.12 will be accepted.
20. Cheques will be returned to unsuccessful applicants.

Signed:Date: