



Dear Trader,

Thank you for your interest in The Foodie Fest on Sunday 25<sup>th</sup> August at Chalkwell Park, Chalkwell Avenue, Westcliff-on-Sea SS0 8NL.

Please find attached a booking form, food hygiene questionnaire and terms and conditions. In accordance with the Council all 3 forms must be completed and evidence produced as requested. Anyone not fulfilling the requirements listed above, will unfortunately not be considered for this event.

We are looking for businesses that not only sell amazing food or drink, but that have a sense of theatre or spectacle to their business. We want to see how amazing your stand/vehicle is, so we can get a good sense of your operation. So please send over with your paperwork up to 5 photo's including shots of your stand/vehicle (JPEG or PNG only please).

The Foodie Fest is operating a "Be as Eco-Friendly as possible" basis. Please highlight if you use bio-degradable, recycled or compostable packaging and materials.

Please find below the food and drink packages being offered.

**GOLD PACKAGE: £350.00**

- Prime Pitch perfect for Large gazebo, trailer or van
- Advert in the Programme
- 15 + posts centric to your brand across Facebook, Instagram and Twitter
- Logo and Profile on the website ([www.thefoodiefest.co.uk](http://www.thefoodiefest.co.uk))

**SILVER PACKAGE: £250.00**

- Pitch - Perfect for up to 3m x 3m gazebo or small van
- 10 posts centric to your brand across Facebook, Instagram and Twitter
- Logo and Profile on the website ([www.thefoodiefest.co.uk](http://www.thefoodiefest.co.uk))

**BRONZE PACKAGE: £175.00**

- Standard show stall which consists of a table area of 7ft x 3ft, with a roof area of 7ft x 7ft, allowing a 2ft overhang at the back and front of the stall. The stall is a striking striped design - perfect for artisan sellers.
- Logo and Profile on the website ([www.thefoodiefest.co.uk](http://www.thefoodiefest.co.uk))
- PLEASE NOTE: **NOT SUITABLE FOR HOT FOOD/DRINK**

Additional advertising can be offered, please contact [info@thefoodiefest.co.uk](mailto:info@thefoodiefest.co.uk) for more information.

**No food/drink trader will be considered until all completed paperwork, insurances, photos and payment are received. Everything must be pre-booked and paid in advance.**

**PLEASE NOTE: Bottles, packets or boxes of water are NOT permitted to be sold at Foodie Fest 2019**

We are a very small team and are receiving many enquiries about Foodie Fest 2019. Exhibiting spaces are limited and we are doing our best to select the businesses that we feel would be the best fit with the Foodie Fest brand. If you do not hear back from us within 5 working days, it means that we are unable to include you this year. This may be because we've run out of space or already have similar businesses booked. Thank you for your patience and understanding and we hope to work with you in Southend or at a future Foodie Fest Event.

Kind Regards,  
James and Rich



# THE FOODIE FEST

## Main Food Booking Form

**Sunday 25<sup>th</sup> August 19**  
 Chalkwell Park, Chalkwell Avenue,  
 Southend-On-Sea, Westcliff-on-Sea  
 SS0 8NL

### COMPANY AND SOCIAL MEDIA DETAILS

Company Name (In Full)	
Company Address (In Full)	
Mobile Number	
Email Address	
Facebook	
Instagram	
Twitter	
Website	

### DETAILS OF PITCH

Food/Drink to be sold:		Pitch Size:		
Pitch Price	<b>GOLD PACKAGE</b> £350.00	<b>SILVER PACKAGE</b> £250.00	<b>BRONZE PACKAGE</b> £175.00	
(Please tick the package you require - see covering letter for different packages)				
<b>NO PETROL GENERATORS ALLOWED ON-SITE</b> Power is available at a cost of £100.00 per 16 amp for the day			Do you require power? <b>YES/NO</b>	

### CURRENT TRADING

Are you currently trading?	
If so, where and how long for?	
Can we find your products in any of the supermarkets?	
If so, which supermarkets?	
Please specify which stage your business is at	

(We equally enjoy working with and supporting start-up businesses as well as more established brands)

All traders MUST make sure their stand/stall is maintained and operated in a safe manner and hold all relevant Public Liability Insurance.	
Public Liability Number <b>(Please attach a copy when returning this completed form)</b>	

**Signed**.....

**Dated**.....

## FOOD HYGIENE

Which local authority is your food business registered with? (Please attach a copy)	
What is the date of your last full routine food hygiene inspection report? (Please attach a copy)	
What is your current Food Hygiene Rating? (Please attach a copy)	(Minimum of 4 stars)
Do you have a documented food safety management system that will be available whenever you trade?	
If yes, who is responsible for the proper operation of your food safety management system?	
Will you trade in foods requiring refrigeration?	
If yes, please specify what refrigeration storage facilities you will use?	
Please confirm what type of thermometers you have and use for foods requiring cooking and/or refrigeration.	
Please confirm what hand washing facilities you provide.	
Please confirm how you will provide an adequate supply of hot water.	
Have you checked that the foods you sell comply with the Food Information Regulations 2014?	
Have you carried out a Health and Safety risk assessment?	

## THE HEALTH & SAFETY OFFICER WILL BE VISITING ALL FOOD TRADERS ON THE DAY

(Please ensure you adhere to the below requirements)

**Trader Minimum Requirements - HACCP** (Hazard Analysis & Critical Control Points) principles  
Mobile Catering & LPG (Liquid Petroleum Gas / bottled Gas) certificate  
NIC/IEC electrical safety certificate

**Fire Requirements** - Where oil/fat frying or a griddle is used:  
Fire Blanket (this may change soon)  
6ltr Wet Chemical Extinguisher or Dry Powder (wet chemical is best as dry powder makes a huge mess)

**Where Waste Bins are provided/used** - 6ltr Water Fire extinguisher

**Where BBQ's are used** - 6ltr Water Fire extinguisher

### Additional for Motorised Units

An additional dry powder extinguisher should be available for engine fires within the cab if it is separated from the cooking area.

Signed.....

Dated.....

### **METHODS OF PAYMENT**

All cheques to be made payable to **Mr J E Martin**

BACS Payment: Sort code: **09-01-27**, Account number: **40142821**, Reference: **Your Company Name**

### **TERMS AND CONDITIONS**

- All traders must be in position between 6.00am and 8.30am on Sunday 25<sup>th</sup> August 2019.
  - A refundable £50 litter deposit will need to be paid in cash on arrival and refunded after the event, once your pitch area has been signed off. All stands/stalls must be left in a clean and tidy manner and ALL RUBBISH MUST BE TAKEN AWAY WITH YOU.
  - There is a zero tolerance with Petrol generators. Diesels are welcome and must not be placed directly onto the grass area; any damage caused by your generator will be fined by the landowner.
  - There is only 1 vehicle space behind each stand, there is no alternative parking for extra vehicles on site.
  - Due to popularity and trends there may be more than one supplier of the same product or services. We cannot guarantee exclusivity at The Foodie Fest 2019.
  - The Show Organisers accept no responsibility whatsoever for loss, damage or injury, however caused whilst on site.
  - Full payment is taken at time of booking, should you the trader wish to cancel, please do so in writing to [info@thefoodiefest.co.uk](mailto:info@thefoodiefest.co.uk)  
4 Weeks before the event = Full refund  
2-4 Weeks before the event = Full refund minus £100 admin charge  
0-2 Weeks before the event = No refund
- No refunds are given if the event is cancelled due to causes out of our hands.
- **BOTTLES, PACKETS OR BOXES OF WATER ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES TO BE SOLD AT THE FOODIE FEST 2019.** If water is required, please contact [info@thefoodiefest.co.uk](mailto:info@thefoodiefest.co.uk) for more information.

### **CHECK LIST OF ENCLOSURES**

- Public Liability Insurance Certificate
- Hygiene Rating Certificate
- Risk Assessment
- Booking form and food hygiene sections completed, all 3 pages signed
- Up to 5 photos of your stand/vehicle (JPEG or PNG only)
- Payment for your pitch if not by BACS, then a cheque made payable to **Mr J E Martin**

Please return this slip with your booking form and payment if not already paid by BACS to **1336 London Road, Leigh-On-Sea, Essex SS9 2UH** or email to [info@thefoodiefest.co.uk](mailto:info@thefoodiefest.co.uk)

I certify that all the information given in these forms is correct. I confirm that I have read and agree to the terms and conditions and will follow any request made by the stewards on the day.

Signed.....

Dated.....