

**Information and Conditions for Exhibitors**  
**Narberth Food Festival, 28<sup>th</sup> and 29<sup>th</sup> September 2019**

Narberth Food Festival is a not-for-profit event run entirely by volunteers. It is a family event with chef demonstrations, musical and other entertainment, and children's activities which are all included in the relatively low entrance fee.

Inside Stalls

The main marquee, housing chef demonstrations and children's activities is fully floor-boarded. Stalls come with a table and two chairs as standard and all back on to the tent wall. A supplement is charged for corner stalls (extra frontage) and for electricity. No cooking of food to take away (Food to go) is allowed in the main marquee.

Outside stalls

Outside pitches are available for those wishing to cook food to sell (Street Food/Food to go). **No tentage** is provided for stallholders in this area. The ground is a hard tarmac surface. Electricity is provided for a supplementary charge.

Food Hygiene

Food Hygiene ratings **must** be displayed by all food stalls. **We require a minimum rating of 3** before accepting your application. Stallholders are responsible for providing their own hot water and hand washing facilities. Washing up areas are not provided.

Narberth Food Festival is monitored by the Pembrokeshire County Council Environmental Health Team and by submitting your application you agree to your contact details being shared with them.

Plastic and Waste

Narberth Town is working towards zero waste and we ask that you support this by using recyclables and compostables wherever possible.

The Application and Selection Process

Space is always over-subscribed. **No application will be considered for selection without pre-payment in full by the required date, see below.** To ensure quality and variety some applications have to be refused. We welcome applications from:

- Local & Welsh food and drink businesses
- Small & medium sized enterprises

And space permitting:

- High quality food businesses based outside Wales
- Food related businesses, e.g. cooking equipment, cookery books.

We **do not** accept craft or sweet stalls. We are unable to accept stalls selling alcoholic drinks by glass or open container. Tea coffee and other hot drinks cannot be sold unless listed on the Expression of Interest form.

We offer a limited number of pitches at discounted rates to suitable **recent** start-up businesses. If you wish to apply, please email stallholders@narberthfoodfestival before submitting your form.

The timeline for accepting your application is as follows;

- MARCH 1<sup>ST</sup>: Applications open
- MAY 1<sup>ST</sup>: Stall selection, Acceptance or rejection notified, Payment instructions circulated.
- MAY 15<sup>TH</sup>: Last date for payment. **PRE-PAYMENT IN FULL IS REQUIRED.**
- JUNE 1<sup>ST</sup>: Any remaining pitches allocated on a first come first served basis.
- AUGUST: Joining instructions circulated