

**Narberth Food Festival, 24th and 25th September 2022**

**EXPRESSION OF INTEREST FORM**

**and**

**Information and Conditions for Exhibitors**

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 indoor stalls, and chef demonstrations 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/Street Food) 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 .com before submitting your form.

The timeline for accepting your application is as follows;

APRIL 1ST: Applications open

JUNE 15th: Stall selection, Acceptance or rejection notified, Payment instructions circulated.

JULY 15th : Last date for payment.  **PRE-PAYMENT IN FULL IS REQUIRED.**

JULY 30th: Any remaining pitches allocated on a first come first served basis.

AUGUST: Joining instructions circulated

Business Name:

Address:

Website: Email:

Contact Name: Contact Number:

Facebook Page: Twitter:

**Remember to follow @NarberthFood on Twitter or Like us on Facebook!**

Product range outline ..........................................................................................................................................................………….

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Product range specifics (Please give full details, including awards—essential for our selection process): .....……..........................................................................................................................................................................….............................................................................................................................................................................……..........................................................................................................................................................................……......................................

(NB To avoid too much duplication we may have to restrict which products you can sell.)

National Food Hygiene Rating:

Stall Preference: Please select your stall size and optional extras, add up the values and place in the **Total** box.

**Are you a recently established Welsh food-based business?** We offer a limited number of pitches at heavily discounted rates to suitable Start-Up businesses. Before applying, please email **stallholders@narberthfoodfestival.com** to check your eligibility**.**

|  |  |  |
| --- | --- | --- |
| **STALL** | **INSIDE** | **OUTSIDE** |
| 2m Frontage | £190 | £240 |
| 3m Frontage | £285 | £360 |
| 4m Frontage | N/A | £480 |
| *optional extras* |  |  |
| Electricity | £35 | £55 |
| Corner Frontage | £40 | N/A |
| **Total** |  |  |

Gas and Electrical Appliances:

*All appliances must be safety tested and evidence of this must be provided upon request.*

**NB** *Bringing extra unlisted items can cause interruptions to our power supply at considerable inconvenience to stallholders and others. A check will be made against the list you provide. Please attach separate sheets if necessary.*

**Please list ALL Electrical and Gas Appliances individually below:**

|  |  |  |
| --- | --- | --- |
| Electrical Appliance | Power Consumption | Date PAT tested |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of your insurance for public liability:

Insurer:

Policy No.:

|  |  |
| --- | --- |
| Gas Appliance | Date Safety Tested |
|  |  |
|  |  |
|  |  |

Payment:

I have made the relevant BACS Payment to ***Narberth Food Festival - Barclays Bank***

***Account Number 10710857 Sort Code 20-37-82***

Your BACS payment details: ***Please use your Company name in the BACS payment reference.***

Payment Reference: .................................................

Payment Amount:......................................................

Checklist:

|  |  |
| --- | --- |
| I have completed the Expression of Interest Form in full and understand the application process. |  |
| I have suitable Third Party Insurance Cover. |  |
| I have made payment in full. |  |
| I understand that no application will be considered for selection without payment in full. |  |

Signed: Date:

Please return your completed form to **Narberth Food Festival** by  *email to* ***stallholders@narberthfoodfestival.com***

For general questions please email ***info@narberthfoodfestival.com*** Thank you!