






## Morpeth Food and Drink Festival

### Trader Application 2019

Saturday 5<sup>th</sup> and Sunday 6<sup>th</sup> October

#### 1. Contact Details

Contact Name	
Company	
Address	
Email	
Telephone	
Website	
Social Media   	

I have attended the Food and Drink Festival previously YES / NO

If no, how did you hear about the festival

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**2. Product Type**

✓	<u>Please Provide Brief Description</u>	
	Food	
	Drink	
	Other	

If you are selling food or drink items, please state which local authority you are registered with

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Please state when the last inspection was carried out by Environmental Health

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Please state your current hygiene rating

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If your products are suitable for specialist diets, please indicate below

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Please tick YES/ NO below box if you wish to be contacted about further events and festivals we organise and be kept on the Morpeth Food & Drink Festival mailer database

YES

NO

### **3. Stall and Pitch Details**

Please be aware all options and prices are inclusive to **both** days of the festival.

Please be aware these prices are **INCLUSIVE of VAT**.

All stall locations are within **Bridge Street**.

<b>Space Available</b>	<b>Price</b>	<b>✓</b>
<b>Option A – Standard Stall, 1.5x1.5m (Sections Under 1 Large Marquee).</b>	£190	
<b>Option B – Street Food, Own Gazebo/ Trailer, Street Food Quarter.</b>	£300	
<b>Option C – Alcohol Street Trader, Own Gazebo/Trailer, Posh Pen.</b>	£233	

### **4. Utility Requirements**

Please note we **cannot** guarantee to supply electricity or tables if they have not been pre-ordered.

#### Power

Please note that due to the street location of this event there is **LIMITED** electrical supply on site.

All OPTION B & C Traders will be required to supply their own generator if power is required. If you are bringing your own generator it **MUST** be silent so as to not disturb other traders and elements of the festival. Only OPTION B & C traders will be allowed generators onsite.

**Do you require electricity?** YES / NO

**If YES please list the equipment below and its consumption**

<b>Equipment</b>	<b>Consumption</b>

Please note it is your responsibility to ensure any electrical equipment you bring had an up-to-date PAT testing certificate.

#### Tables

We can provide trestle tables for your stall at the cost of **£3 per table.**

Please state below if any, how many table you require.

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## **5. Marketing Opportunities**

### **Festival Guide**

25,000 guides are distributed across the North East and Northumberland. The guide includes details on demo kitchen chefs, traders and site map illustration.

*Would you like to be featured in the Morpeth Food and Drink Festival Guide?*

	<b>Yes</b>
	<b>No</b>
	<b>Maybe</b>

### **Demonstration Area**

Our demonstration area this year is open to cooking demos, tastings, talks, product launches, cocktail making and master classes. The demo area is within the Market Place, Farmers Market.

*Traders who take part in the demos will be given priority on location at the festival.*

*Would you like to take part in the Demo Area at Morpeth Food and Drink Festival?*

	<b>Yes</b>
	<b>No</b>
	<b>Maybe</b>

## **6. Payment Information**

### **Cheque**

Please make cheques payable to **Morpeth II Limited**

### **BACS Payment**

Please contact event organiser if you would like to pay by BACS payment and an invoice will be issued with the banking details.

If for any reason we are unable to confirm your booking then the fee will be returned. Payment for the festival must be received along with the application form and relevant documentation before confirmation of place. Failure to supply the fee will result in the stand being reallocated.

### **CANCELLATION INFORMATION**

Traders who cancel their booking before the 3<sup>rd</sup> August 2019 shall receive a **FULL** refund. Any time after that a refund will **NOT** be provided.

Traders who do not turn up for the festival are **NOT** entitled to a refund and may jeopardize their

applications to have a stall at future events. Event organisers are under no obligation to refund charges made as a result of the festival being cancelled, postponed, abandoned or otherwise affected outside the organizers control.

**REQUIRED DOCUMENTATION**

Traders are required to provide copies of the following documentation in advance of the festival. These copies must accompany application forms.

*Please be aware not all documents are applicable to all traders.*

- a) A copy of valid Public Liability Insurance.
- b) A copy of PAT Test Certificate.
- c) A copy of Gas Certificate.
- d) A copy of Food Hygiene Rating Certificate.
- e) A photo of your stall (OPTION B/C) and also measurements of your unit/stall.

**SIGNATURE**

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**PRINT NAME**

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**COMPANY NAME**

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**PUBLIC LIABILITY INSURANCE NUMBER**

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**DATE** \_\_\_\_\_

**Please return this form and all required documentation to:**

**Post:**

Lottie Thompson  
The Management Suite,  
Lumley House,  
Sanderson Arcade  
Morpeth  
NE61 1 NS

**Email:** [lottie.thompson@sandersonarcade.co.uk](mailto:lottie.thompson@sandersonarcade.co.uk)

All application forms must be returned by August 2019.

Please note receipt of this form does not mean automatic acceptance. You will be notified if your application is successful.

If you have any queries regarding the application form please contact:  
Lottie Thompson, 01670 510967 or email above.

<b>Date Received</b>	<b>Receipt Number</b>	<b>Amount Paid</b>	<b>Signature</b>
<b>Other Info</b>			

*(For Office Use Only)*