






Morpeth Food and Drink Festival

Trader Application 2020

Saturday 3rd and Sunday 4th October

1. Contact Details

Contact Name	
Company	
Address	
Email	
Telephone	
Social Media   	

2. Product Type

<input checked="" type="checkbox"/>	<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

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

Please state your current hygiene rating

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

Would you be interested in receiving information regarding any of our other Markets in 2020?

	YES	NO
Weekly Wednesday Market <i>Every Wednesday, Morpeth Market Place</i>		
Monthly Farmers Market <i>Every 1st Saturday of the month, Morpeth Market Place</i>		
Monthly Vegan Market <i>*New for 2020* Every 3rd Saturday of the month, Morpeth Market Place</i>		
Mini Morpeth Food Festival <i>*New for 2020* Saturday 9th May, Morpeth Market Place</i>		
Summer Street Food Festival <i>*New for 2020* Every Saturday evening in August, Morpeth Market Place</i>		
Morpeth Christmas Light Switch On <i>Saturday 14th November, Bridge Street</i>		
Taste of the North Christmas Market <i>*New for 2020* Saturday 12th December, Morpeth Market Place</i>		

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**.

Space Available	Price	✓
Option A – Standard Stall, 3x3m (Sections Under 1 Large Marquee).	£192	
Option B – Street Food, Own Gazebo/ Trailer, Street Food Quarter.	£300	
Option C – Alcohol Street Trader, Own Gazebo/Trailer, Posh Pen.	£240	

4. Add-Ons

Please fill in below if you would like any of the add-ons of the festival. These include both utility requirements (POWER & TABLES) and Marketing Opportunities **New for 2020**

Utility Requirements	
<p style="text-align: center;">Power FREE OF CHARGE</p> <p>Please note POWER can only be supplied to <u>Option A traders</u>.</p> <p>All <u>OPTION B & C Traders</u> will be required to supply <u>their own generator</u> 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 <u>OPTION B & C traders will be allowed generators onsite</u>.</p> <p>Please note that due to the street location of this event there is LIMITED electrical supply on site. Please only request if <u>absolutely necessary</u> to trade.</p> <p>Please note it is your responsibility to ensure any electrical equipment you bring had an up-to-date PAT testing certificate.</p>	<p>Yes – I Require Power. <input type="checkbox"/></p> <p><i>Please list the equipment below and its consumption</i></p>

<p align="center">Tables £3.60 per Table</p>	<p><u>Please provide No. Tables you Require</u></p> <hr/>	
<p>Marketing Opportunities</p>		
	<p align="center"><u>YES – Sign Me Up</u> <i>Please provide a brief description of Demo/Product Showcase</i></p>	<p align="center"><u>Time Preferred</u> <i>Please highlight below which time you would prefer to do your demo</i></p>
<p align="center"><u>Demo Kitchen</u> FREE OF CHARGE</p> <p>Our Demo Kitchen 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.</p> <p><i>Traders who take part in the demos will be given priority on location at the festival.</i></p>		<p>Saturday AM</p> <p>Saturday PM</p> <p>Sunday AM</p> <p>Sunday PM</p>
	<p><u>YES – Sign Me Up</u> <i>Please fill in the below for the listing</i></p>	
<p align="center"><u>Festival Guide Listing</u> £12</p> <p>25,000 guides are distributed across the North East and Northumberland in the months building up to the festival. The guide includes details on demo kitchen chefs, live music stage performances and site map illustration.</p> <p><i>*New for 2020 it will include trader listings.*</i></p>	<p><u>Name of Business:</u></p> <hr/> <p><u>Brief Description of Business (Under 10 words):</u></p> <hr/> <hr/> <hr/> <p><u>Social Media Handle (Instagram):</u></p> <p>@ <hr/></p>	

5. 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 1st August 2020 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

PRINT NAME

COMPANY NAME

PUBLIC LIABILITY INSURANCE NUMBER

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

All application forms must be returned by August 2020.

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.

Date Received	Receipt Number	Amount Paid	Signature
Other Info			

(For Office Use Only)