



Request to Trade

Please note that this is a request to trade application form only, a selection process will be undertaken by ourselves on quality, variety and other factors. Those invited to trade shall be notified that their request has been successful, the booking will only be absolute once payment is received and cleared.

Please send your completed form and supporting documents to: ONLY PAPER COPY APPLICATIONS WILL BE ACCEPTED – SUPPORTING DOCUMENTS MUST BE INCLUDED such as insurance, food hygiene, gas safety if required etc – see below for a full list of which documents you may be required to submit – APPLICATIONS WITHOUT INSURANCE, FOOD HYGIENE ETC WILL NOT BE ACCEPTED

PREFERENCE WILL BE GIVEN:

- 1. CHOCOLATE TRADERS**
- 2. TRADERS SELLING CHOCOLATE PRODUCTS OR MENUS INCLUDING CHOCOLATE**
- 3. TRADERS WHO ARE PLASTIC FREE**

Gregg Fletcher, Ramsbottom Food and Craft markets, Unit 4 Bolholt Industrial Estate, Walshaw Road, Bury, BL8 1PL

RAMSBOTTOM Chocolate Festival will take place on Saturday and Sunday 6 and 7 April 2019

Contact Details:

Company Name:

Contact Name:

Address:

Postcode:

Phone:

Mobile:

Email:

Website:

Social Media Accounts: Facebook

Instagram

Twitter

Terms and Conditions:

In submitting this request to trade you agree to all of the terms and conditions attached to this document.

In submitting this request to trade you agree to be bound by the description of products you will be trading. No additional products will be accepted on the day without prior application and approval, any other products you will be asked to remove and/or may be refused permission to trade. To be considered in our application process you must complete fully and return the three sections to this document: 1) request to trade form, 2) signed terms and conditions and 3) the completed product description form, those failing to return any of the three documents will not be considered.

Booking Options:

The fees payable quoted below are for the whole event, the two days (6 and 7 April bookings are only being accepted from those wishing to trade on both days. The fees vary for those trading with crafts and cold foods and those trading with hot foods/drink/alcohol. There is also a varying tariff dependant on your preferred trading area. There are various zones to the festival Bridge Street, this is primarily for traders wishing to trade within our marquee and a limited number of traders using their own marquee. Church Gardens this is an area for traders using their own marquees and hot food and drink, Market Place this is an area for traders using their own marquees, Saturday Car Park Site, this is an area for traders using their own marquee, hot food and seating area, inside the Civic Hall this is for crafters and cold food.

Stall Inside our provided Marquee on **Bridge Street selling Crafts, Gifts, Cold Food, Cold non-alcoholic Drinks**

Stalls will be located under marquees. Tables will be approximately 6 x 2 foot, if requiring more than 6 foot in frontage please book 2 or more stalls:

Please indicate table requirements:

1 x table £260 2 x tables £510

Please note traders must bring their own tablecloths and chairs, please note that this price is for the above space only and you will be sharing the inner marquee space with other traders you will NOT be permitted to bring a larger table or additional tables. Any trader attempting to use additional space will be asked to remove the same immediately. You are not permitted to use a generator within our marquee.

NO ELECTRIC AVAILABLE ON BRIDGE STREET

Traders using their own Marquee and Table on **Bridge Street selling Crafts, Gifts, Cold Food, Cold non-alcoholic Drinks:**

Marquee of 3x3 or under £495

NO ELECTRIC ON BRIDGE STREET

Traders using their own Marquee **Church Gardens** selling Crafts, Gifts, Cold Food, Cold non-alcoholic Drinks:

Marquee of 3x3 or under £260 Marquee of over 3x3 £450

Electric required

List the amp/appliances required below: - £100 per 16 amp is charged

Traders using their own Marquee **Market Place** selling Crafts, Gifts, Cold Food, Cold non-alcoholic Drinks:

Marquee of 3x3 or under £260 Marquee of over 3x3 £450

Traders using their own Marquee **Saturday Car Park Site** selling Crafts, Gifts, Cold not ready to eat Food, Cold non-alcoholic Drinks:

Marquee of 3x3 or under £220 Marquee of over 3x3 £415

Electric required

List the amp/appliances required below: - £100 per 16 amp is charged

Mobile Catering Pitches/Hot Food/Alcoholic/Hot Drink/ice cream Traders

3 x 3m £450 3 x 6m £650

Electric required

List the amp/appliances required below: - £100 per 16 amp is charged

Electricity must be booked on this application form – it cannot be booked on the day. There are limited spaces available with electricity so please ensure you highlight this on your Application Form. YOU MUST ENSURE

THAN YOU BOOK ENOUGH OUTLETS AS A STANDARD BOOKING WILL BE FOR ONE 16 AMP PLUG ONLY

Stalls inside the Civic Hall – tables are approximately 6 x 2 foot – TRADING HOURS 9:40-2:30 – SET UP AND TAKE DOWN HALF AN HOUR BEFORE AND LATER

Craft Traders using one table £55 Craft Trader using two Tables £105

Food Trader using one table £65 Food Trader using two tables £125

Ramsbottom Chocolate Festival

Terms and conditions:

For the purposes of this invitation, agreement and terms and conditions:

The Organiser – Events and Markets Co T/A Ramsbottom Food and Craft Markets, Ramsbottom Chocolate Festival and Gregg Fletcher

Trader/Exhibitor – You as the Applicant, your company and your staff

Company – Your Business and You or your staff representing the same

1. All relevant paperwork – Risk Assessment form, copy insurance, TENS License, electric/gas safety and Food Hygiene checklist must be sent 2 weeks prior to the events by successful applications, those who have not provided this documentation will not be permitted to trade.
2. The Environmental Health team will be passed a list of producers attending the market. They may contact you or your local environmental health office to confirm you are following the appropriate health and safety standards for the products you produce/sell, in particular for high-risk products. EHO officers may also be present on the day of the markets. You are responsible for meeting all environmental health and trading standards legislation and for any required licenses (e.g. license to sell alcohol).
3. Traders must ensure that they have present on their stall throughout the event copies of their public liability insurance, copy risk assessments and if applicable the following; Food Hygiene certificate, TENS, Gas safety Certificate, PAT Testing Certificate, Fire Safety Equipment and First Aid Kits. All traders must comply with the Organisers terms and conditions, set up and take down instructions and health and safety/smoking policies.
4. Traders must ensure that their stall is erected safely and does not pose a risk to the public, organiser or themselves at any times. They must ensure that they keep their stall and surrounding area free of debris and at the end of trading must ensure that they take away their entire stall and stock and take their own rubbish away with them at the end of trading or a charge of £100 will be levied for any trader who fails to comply.
5. In the event that a Trader cancels any space/pitch that has been paid for the Organiser will refund the fees, less 30%, provided that notice of the cancellation is received no later than 1 week before the festival AND that the space/pitch is re-sold. Where cancellation is received later than 7 days before or if the same can not rebooked then a refund will not be made.
6. The Organisers reserve the right to cancel the event if extreme weather conditions persist or any other unforeseen circumstances mean the running of the event would be contrary to health & safety or legally not permitted, or for any reason which renders the event unfeasible. In these circumstances 50% percent of the stall fee will be refunded and by signing and returning this booking form you accept this term. The Organiser accepts

no responsibility for and will not issue any refund for all or part of the stall fee where the event goes ahead in poor weather conditions or under any circumstance and a trader chooses not to attend, the event would only be cancelled in very extreme weather conditions.

7. Parking in the car park is at the owner's risk. The car park is not controlled by the Organiser & the organiser accepts no liability in respect thereof.

8. The organisers try to ensure a good variety of stalls, but cannot guarantee number of stalls per type. All traders **MUST** complete a full list of products they wish to sell at the market in order to ensure a fair mix of products to ensure each trader has a fair chance to trade. **ANY** trader who has goods which are not declared will be asked to remove them and/or refused permission to trade on the date, in this instance a refund would not be made available where the trader has breached the permission given.

9. All successful applications will then be notified. Full payment is due as invoiced by 31 January 2018, no booking is completed unless notified you have a successful request to trade and payment is received and cleared. Where payment is not received by the deadline the space will be offered to another trader.

10. The traders within the marquee provided by the organiser only have storage under the trading tables, please ensure for health and safety and the respect for other traders you do not encroach into other traders trading areas. If you bring along additional tables or items taking up space you will be asked to remove the same.

11. The organizers spend a lot of time planning the layout of the markets to ensure no similar traders are next to each other. The organizers do their utmost to ensure that all application area requests are met but this can not always be the case. Pitch allocation **will not** be changed the day of the market. The organisers decision is final.

12. The Organiser will not tolerate any abusive or aggressive language or behaviour towards the organiser, stewards and staff. Any behaviour of this manner will result in the trader being refused permission to trade and a refund will not be provided.

13. Traders are advised to remove their stall, stock and equipment overnight, no responsibility is accepted for the property by the organisers.

14. If successful as a trader your details will be added to our mailing list to allow us to keep you up to date with the arrangements for the festival, set up instructions, news and to give you an opportunity to apply for future events before they are released to the general public. We will retain your information on our mailing list database. If you are unsuccessful in your application we will add your email address to our reserve list so that we may offer you a stall should one become available and to keep you informed of future events. You can remove yourself from our list at any time by contacting ourselves.

15. Please ensure all parts of the application are completed, request to trade form, product declaration, Food Hygiene and Safety Declaration (if applicable) and signed acceptance of Terms & Conditions. Any incomplete application will not be considered.

Your Declaration

I have read the terms and conditions in full and agree to be held to the same, I confirm that I am authorised to sign

this document on behalf of the company intending to trade.

Full Name:

Company Name:

Signature:

Date:

Food Hygiene and Safety Declaration

It is a condition of participating in the Festival that traders are conversant with, and abide by, the Food Safety (General Food Hygiene) Regulations 1965 and the Food Safety (Temperature Control) Regulations 1995.

It is also a condition that all electrical equipment used at the Festival has a current PAT certificate under regulations 4, 5 and 6 of the Electricity at Work Regulations 1989 (EAWR). This includes all electrical appliances, equipment and extension leads. A standard electric booking is 16 amp. If your electric appliances cause electric to trip you will be required to remove them and will not be permitted a refund once the electric has initially been hooked up. All Gas appliances must have the necessary Gas safety certification in place, any without the same will not be permitted use. Any trader using heat or has any item which is flammable must ensure that they have the necessary fire safety equipment in place to include but not be limited to fire blanket/extinguisher, the exhibitor must be trained in using the same and ensure that the same is in full working order.

I confirm that I am familiar with, and abide by, the Food Safety (GFH) Regulations and the Food Safety (TC) Regulations 1995 and that all electrical equipment used at the Festival, including any extension leads, will have a current PAT certificate. The total power consumption of appliances attached to a single outlet extension lead will not exceed the capacity of the extension lead. I confirm that any gas equipment will have the necessary legally required safety testing. I confirm that we have the necessary fire safety equipment present on the stall at all times.

Full Name:

Company Name:

Signature:

Date:

Product Description Declaration

Please note that the products detailed in this declaration are final, you will not be permitted to trade using any other products that those described and detailed in this document. Any products in addition to these detailed will be refused permission and/or the trader refused permission to trade.

Business Name:

Business Description:

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Description of Products to be brought to trade:

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Name:

Company Name:

Position Held:

I confirm that I am authorised to sign this document on behalf of the Business Applicant Trader, I confirm that I agree to be held to the terms of this form and understand that I cannot bring any additional products other than those detailed in this form. I understand that should I bring any additional products then I will be asked to remove the same and/or be refused permission to trade, in that event my pitch fee is still payable and will NOT be refunded.

Signed..... Dated