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| EXHIBITORS’ HANDBOOK | Macintosh HD:Users:richardcooke:Documents:RFF 18:(2018) Logo - smaller.jpg |

25 November 2017

The Festival is being organised by Reepham & District Rotary Club on behalf of the Town of Reepham. Reepham has a history of successful festivals featuring music, cars, beer and Christmas.

The second food festival will take place on Sunday 27 May 2018 in and around Reepham Town Square. There will be demonstrations of cookery and other aspects of food and drink as well as opportunities to sample produce. There will also be an educational element for young people which will look at the science of food, how food gets from farm to table and opportunities for further education and careers in food, drink and related businesses.

Exhibitors producing food and drink locally are invited to take part in the market area in the centre of the Town. Priority will be given to producers in the immediate environs of Reepham and those who exhibited last year. Previous exhibitors will be pleased to note that we will have a permanent electricity supply and will not need a smelly generator

The market will be open from 10am-4pm. A standard uncovered 3m square space will cost £55 for the day.

**Rules and conditions**

All exhibitors must be producers of food and related items within the County of Norfolk. Preference will be given to businesses in the immediate environs of Reepham.

The deadline for application of bookings is **28 March 2017**. Do not send money with your application; we will invoice you. Full payment is required before 30 April 2017.

The application for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed to be displayed. All goods sold at the Festival must conform to current trading standards and other legislation.

All exhibitors are required to display on their stand full contact details: business name, postal address and telephone number, together with email contact and website if available. The sub-letting of space or part of space is not permitted.

**Health and Safety**

All exhibitors must have public, product and employee liability insurance, a suitable risk assessment and Food Hygiene Certificate if relevant. Evidence will be required with application.

Exhibitors are responsible for ensuring safe presentation of their products. At all times while on site, exhibitors must ensure that their stall, equipment and the surrounding area are safe for all people who might reasonably be expected to come into contact with it or be affected by it. Exhibitors are responsible for the provision of suitable fire safety equipment on their stalls. The organisers and appropriate authorities reserve the right of inspection before and during the Festival. Applications will be checked with Local Authorities.

All electrical equipment must be certified and have a current PAT certificate available for inspection. The use of radio microphones, amplification and music devices is strictly prohibited.

**Security**

The organisers will provide specialist security officers and stewards. Stall holders are responsible for the safe keeping of all goods and items on their stands. The Organisers will not be responsible in any way for loss or damage to Exhibitors’ property while on site.

**Exhibition options**

*Standard exhibits*

Stands will be located in the Town Square, Picnic Area or Primary School as the organisers deem appropriate. We will endeavour to meet any specific requests for siting but these cannot be guaranteed. Note that the square is hard standing with a slight slope – the gardens and Primary School are grassed lawn which may not be level.

A 3m x 3m pitch in either location will cost £55 – **(or £45 for stalls booked by Jan 31 2018)** Exhibitors will be required to supply their own table space and weather covering if required. To ensure a variety of exhibits for visitors and enhance value for exhibitors, the organisers reserve the right to decline an exhibitor if there are already sufficient similar products or services.

*Food concessions*

Sales pitches for food for consumption on the day will be strictly limited to avoid unreasonable competition. The price will be £150 for the day. These will be allocated on a first come/first served basis after preference has been given to immediately local suppliers. These will be either in the picnic area, Primary School or the streets leading off the main square to allow for trailers or larger marquees to be accommodated.

Payment will be required in advance – no refund will be available in the event of a ‘no-show’.

**Set up and breakdown**

Space is restricted in both display locations. It is important that stands are set up and broken down in an orderly fashion. You will be allocated a set up time which will allow 45 minutes to unload vehicles. All vehicles must be removed from the site by the time specified. Preferential parking will be allocated to stall holders as near to the exhibit area as feasible.

The exhibition session of the Festival will close at 4pm. No vehicles will be allowed on site to break down stands until 4.30pm. All stands should be cleared by 6pm.

**Litter and waste**

Stall-holders are responsible for collecting and removing their own waste and any generated by customers around their stalls. The organisers will supply waste disposal for use by the public.

**Event programme**

All stallholders will be listed in the event programme. 2000 copies will be printed for distribution before and during the event. If you would like additional advertising in the programme, please see the website for details and indicate your requirements on the form.

Please email the form to exhibit@reephamfoodfestival.org.uk or post to Reepham Rotary Club, c/o 1 Hammond Place, Lyng, Norwich NR9 5RQ. Further copies of the form are available at www.reephamfoodfestival.org.uk. For more information see the website or call 01603 872615.

The Festival is supported by

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Reepham Food Festival 2018

Please return this form with required attachments by **28 Mar 2018**

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| Business Name |  | | |
| Contact Name |  | | |
| Trading Address |  | | |
|  | Post code | |
| Phone/mobile |  | | |
| Email |  | | |
| Website |  | | |
| Products to be exhibited | *Please be specific. Products not listed may not be sold from the stand* | | |
| Space required | ☐ 3x3m stand | ☐ Food concession/other  Size of stand/trailer inc height | |
|  | ☐ electricity required (extra charge to be advised) |
| Additional requirements | *A limited number of trestle tables, chairs and gazebos are available at an extra charge if you do not have these. Please advise if you are bringing any electrical or gas equipment.* | | |
| Local Authority |  | | |
| Insurer |  | Policy Number |  |
| Documents attached | ☐ Risk Assessment |  |  |
|  | ☐ Food Hygiene |  |  |
|  | ☐ Licences |  |  |

*Advertising opportunities*

☐ I would like details of advertising space as follows: sixth page/quarter page/half page/page

*Exhibitor listing*

Your 50 word catalogue entry should include the contact details as you want them displayed. Alternatively you can email your text with logos (preferably jpegs) to service@richard-cooke.co.uk

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