

EXHIBITORS' HANDBOOK



12 December 2023

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 fifth Reepham Food Festival will take place on **Sunday 26 May 2024** in and around the town of Reepham, after a successful event in May 2023.

Exhibitors producing food and drink locally are invited to take part in the market areas in the centre of the Town and the Bircham Gardens in the centre of town. The market will be open from 10am-4pm.

There will be demonstrations of cookery techniques and other aspects of food and drink.

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. Only a limited number of exhibitors will be allowed in any one category.

The deadline for application of bookings is **1 February 2024** although we cannot guarantee space which will be allocated in order of application. Do not send money with your application; we will invoice you. Full payment is required before **31 March 2024**.

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 (including covid issues)

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.

The Festival will produce a general risk assessment together with guidance to stallholders for social distancing, hand sanitising, mask wearing etc. in accordance with government policies in force on the date of the Festival.

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 may 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.

There will be limited availability to mains electricity for stallholders for the 2024 event for which an additional charge will be made depending on your requirements.. If you need a generator it must be of the low noise type and advance notice must be provided with your application.

Security

The organisers will provide 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 Market Place and Picnic Area, 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 are grassed lawn which may not be level.

A 3m x 3m pitch in either location will cost £60. 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. **If mains electricity is required an additional charge of £10 will be made if we can supply it.**

Food concessions

Sales pitches for food and drink 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 or the streets leading off the main square to allow for trailers or larger marquees to be accommodated. Please advise the size of display stand as this will influence the location offered. Concession fees do not include mains electricity. **If we are able to supply a connection an additional charge of £10 will be made.**

Payment will be required by 31 March 2024. No refund will be available in the event of a 'no-show'.

Set up and breakdown

Space is restricted in all 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.

Please bring weights for gazebo due to potential for strong winds in the market square.

Mobile phone reception in the market square is difficult and provision should be made for taking cash as well as cards.

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

Stallholders 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. 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 Mill Road Farm, Low Road, North Tuddenham, NR20 3AB. Do not send money: we will invoice you. Further copies of the form are available at www.reephamfoodfestival.org.uk. For more information see the website or call 07770 343359.



Reepham Food Festival 2024

Please return this form with required attachments by **1 February 2024**

Business Name			
Contact Name			
Trading Address			Post code
Phone/mobile			
Email			
Website			
Products to be exhibited	<i>Please be specific. Products not listed may not be sold from the stand</i>		
Space required	<input type="checkbox"/> 3x3m stand	<input type="checkbox"/> Food concession/other	
	<input type="checkbox"/> Bringing own generator <input type="checkbox"/> Require mains electricity	Size of stand/trailer inc height	
Additional requirements	<i>Please advise if you are bringing any electrical or gas equipment or have siting preferences</i>		
Local Authority			
Insurer		Policy Number	
Documents attached	<input type="checkbox"/> Certificate of Public Liability Insurance		<input type="checkbox"/> Risk Assessment
	<input type="checkbox"/> Food Hygiene		
	<input type="checkbox"/> Licences		

Advertising opportunities

I would like details of advertising space

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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