



I write to invite you to attend Lampeter Food Festival 2018, to be held on Saturday 28 July 2018 on the Lampeter campus of the University of Wales Trinity Saint David.

Lampeter Food Festival is one of Wales' best loved food festivals. The Festival, now in its 21<sup>st</sup> year, attracts visitors and stallholders from across Wales - last year more than 100 stallholders attended catering for an estimated 8000 members of the public. We invite you to join us for this thriving and fun festival that celebrates the quality and range of Welsh food.

Once again, we will again be using two large marquees for the food stands as well as ground space only sites and a limited number of farmers market stands. The options available to you this year are therefore :

- A 2.4 x 2.0m pitch inside a marquee, including a trestle table and 2 chairs. A maximum of 50 marquee pitches are available.
- A farmers' market covered stand (2.4 x 1.8m in size) outside the marquees, including a trestle table and 2 chairs. A limited number of such stands are available.
- A 3.0 x 3.0m ground space only pitch with no tables or chairs. No trailers permitted.
- A 6.0 x 3.0m ground space only pitch with no tables or chairs. No trailers permitted.
- Street vendor / trailer pitch. Ground space only with no tables or chairs.

There are a limited number of sites available with electricity and these will be allocated on a first come, first served basis. If you would like a site with electrical power, please indicate your requirements on the booking form.

If you are a producer selling alcohol please note that Lampeter Food Festival will be applying for a licence to cover the sale of alcohol on the University campus.

All producers/exhibitors must comply with health, safety and hygiene regulations, be fully insured for public liability, and comply with the terms and conditions available on our website at [www.lampeterfoodfestival.org.uk/book-a-stall/terms](http://www.lampeterfoodfestival.org.uk/book-a-stall/terms).

Please note the booking deadline is 31<sup>st</sup> March 2018.

If you should require further information then please do not hesitate to contact me. I look forward to hearing from you and to another successful festival.

Kind regards,

**Elin Jones- Chairperson  
Lampeter Food Festival**



**Saturday 28<sup>th</sup> July 2018**

**RESERVATION FORM**

**Booking Deadline 31<sup>st</sup> March 2018**

Company Name	
Contact Name	
Address	
Phone	
Mobile	
Email	
Website	
Facebook page	
Twitter handle	
Please tick here if you do <b>not</b> wish your company details to be included within our publicity materials	

	Charge	Number	Cost
<b>Inside marquee stall (2.4 x 2.0m)</b> Includes trestle table and 2 chairs	£80		
<b>Ground space only (3.0 x 3.0m)</b> No tables or chairs are included and trailers are not permitted	£60		
<b>Ground space only (6.0 x 3.0m)</b> Trailers are not permitted No tables or chairs are included	£100		
<b>Street vendor / trailer pitch</b> Ground space only, no tables or chairs	£100		
<b>Electrical supply for cooking and refrigeration</b> Maximum 4kW (Please contact us if you need additional electrical supplies)	£50		
<b>Electrical supply for refrigeration only</b> Maximum 2kW	£25		
<b>Charge for bringing a generator to the Festival</b>	£25		
<b>TOTAL TO PAY</b>			

**SPECIAL BURSARY FOR NEW, LOCAL PRODUCERS**

This year we are offering a limited number of new, local food or drink producers a special bursary of an inside

marquee stall for just £40 (half the regular price). To qualify for this bursary you should be based within 30 miles of Lampeter and have started your business after July 29<sup>th</sup> 2017. Charges for hot food sellers, non-food sellers, electricity and generators remain as detailed above. If you feel you entitled to apply for this bursary please amend the booking table above and return to us as soon as possible with evidence that you qualify. If you have any queries as to whether or not you qualify, please contact us as soon as possible.

## ELECTRICITY

If you are booking an electrical supply, please note the **exact** equipment and wattage that you will bring to Lampeter Food Festival

Equipment eg Water boiler	Wattage eg 3000 watt (3kw)

All stands that request electricity will be supplied with one socket. All extension leads etc must be bought to the site by stallholders.

## GENERATORS

For health and safety / risk assessment purposes, please provide details of the **exact** equipment that you will bring to the Food Festival. We may get in touch to discuss this.

## TRAILERS / VEHICLES

If you are bringing a trailer or other trading vehicle to the Food Festival, please specify the size of pitch required not forgetting to include space for hitches, canopies and any other external features.

Frontage (in meters):		Depth (in meters):	
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## WEBSITE LISTING

Please provide a description (maximum 30 words) of your produce or exhibition for us to use on our website. Please note that this may be edited for consistency.

## INGREDIENT DONATIONS

I am willing to donate ingredients for the cookery demonstrations                      Yes                      No

If yes, please specify the ingredients you are willing to donate :

## SPONSORSHIP

Please contact me about sponsorship opportunities                      Yes                      No

## SPECIAL REQUESTS

If you have any special requirements, please let us know below. Although we will endeavour to accommodate your requests, we do not guarantee that we will be able to do so.

## PAYMENT

Payment must be made in full at time of booking.

### Payment by cheque :

Cheques should be made payable to Lampeter Food Festival Ltd and returned with this booking form.

### Payment by BACS :

Payment can be made by BACS to :

Sort code                    40-27-01  
Account number            21259601

When making a BACS payment, please include a reference (maximum 18 characters) that refers to your brand or company name and **not to** Lampeter Food Festival! Please quote the reference below so that we can link your payment to your booking.

Reference :	
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## TERMS & CONDITIONS

I confirm that I have read and agree to the Terms and Conditions of Lampeter Food Festival 2018, that I have public liability insurance, am registered with my local authority environmental health service, and that all electrical equipment used is PAT tested.

Signature :	Date :
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## BOOKING

Please return completed forms, together with payment, by 31<sup>st</sup> March 2018 to :

**Lampeter Food Festival**  
**46 Brynsteffan,**  
**Lampeter**  
**Ceredigion**  
**SA48 8BS**

**01570 421930**

**info@lampeterfoodfestival.org.uk**  
**www.lampeterfoodfestival.org.uk**

# Lampeter Food Festival 2018

## *Terms and Conditions*

### **1. Payment**

Payment is due in full at the time of booking.

### **2. Cancellation Policy**

Any exhibitor who cancels a booking, for whatever reason, or fails to attend shall forfeit all fees paid and Lampeter Food Festival Ltd shall reserve the right to re-let such sites. No refunds will be given due to bad weather or ground conditions. No refunds will be made if the festival cannot take place for any reason beyond the control of the organisers.

### **3. Preferences**

No guarantee can be provided that it will be possible to meet any preferences which may be indicated in your reservation.

### **4. Food and Health & Safety**

Stallholders must be registered with their local Environmental Health Office and are expected to comply with all relevant statutory requirements relating to health and safety and food hygiene, etc. Lampeter Food Festival Ltd submits the names of all stallholders who have made a reservation to the Environmental Health Officer (Food and Health & Safety) at Ceredigion County Council. If Lampeter Food Festival Ltd is subsequently informed that an individual producer does not satisfy the requisite regulations or is not registered as a food retailer/manufacture and is, therefore, selling illegally, that producer will not be permitted to attend the Festival. In such circumstances no refund will be given.

### **5. Public Liability Insurance**

All stallholders must have the appropriate public liability insurance.

### **6. Electricity Supplies and PAT Testing**

All electrical equipment must be PAT tested. All stallholders must ensure that they have their PAT certificates with them for inspection on the day. In the event of a PAT certificate not being presented on the day, LFF Ltd will arrange for one to take place for which there will be an additional charge of £35.00 per appliance. Electrical equipment used must not exceed the supply booked. If excessive electrical demand is noted, the electrical supply may be turned off and the stallholder liable for any additional costs involved.

### **7. Generators**

Any stallholder intending to bring their own generator on site must complete the booking form with exact details of the equipment, pay the relevant fee, conduct their own site-specific risk assessment, and comply with all relevant legislation. Note that only diesel generators are allowed; petrol generators are not permitted. All cables must be suitable for their intended application and comply with IEE wiring regulations (BS7671 - 17th Ed). They need to have been tested and there must be relevant PAT test certification / labelling on all items. Stallholders must confirm they have a COSHH procedure for anything containing diesel (the generator as well as any extra fuel containers, which must be of the correct type and size).

## **8. Photography and Video**

Lampeter Food Festival Ltd reserves the right to take still photographs and film video footage during the Festival and to use any material arising from this or any work commissioned by Lampeter Food Festival Ltd for publicity or other purposes.

## **9. Vehicle Access to Site**

All vehicles must be removed from the site by 8.30am and are not permitted back on site until the festival has closed at 5.15pm.

## **10. Confirmation of Reservation**

Lampeter Food Festival Ltd will confirm your reservation by email or in writing, but reserves the right to refuse a reservation for whatever reason.